



Association of Retired Conservation Service Employees Annual Plan of Work 2025-2026

This annual plan of work begins on 8/1/2025 and ties back to the 2023-2028 ARCSE Strategic Plan. This is a living document that can be changed as needed depending on priority and resources. Any strategies/actions marked for long-term completion in the strategic plan have not been moved to this plan.

GOAL 1: Increase visibility and relevancy with members, future members, and like-minded organizations through regular communication, projects, partnerships and meetings.				
Strategy 1: Conduct partnership projects with NRCS, Soil and Water Conservation Society, and other conservation partners that increase our visibility, offer opportunities for additional member engagement, and ultimately get more conservation on the ground.				
Action(s)	Timeframe/ Deadline	Responsible	Completion Date	Notes/Progress
Action 1: Partner with NRCS to develop and carry out a national mentorship program that provides training and increases job satisfaction and retention of employees.	S	President/Assigned Team		
Task 1. Continue to work with NRCS to carry out MOU deliverables.	7/26	Derickson		
Task 2. Work with NRCS at the state level to build a strong relationship between the organizations.	7/26	State Reps		
Task 3. Provide training as needed for ARCSE members who want to be mentors.	7/26	Derickson, Team		
Task 4. Offer ARCSE assistance in developing and/or assisting states with an existing mentoring plan that results in a cadre of active mentors.	6 /26	State Reps		
Task 5. Share success stories.	7/26	Derickson, State Reps		
Action 2: Partner with SWCS to hire a summer intern(s) to assist with on-line presence, social media and historical archives project. <i>(this item will always be crossing over a fiscal year)</i>	S	President/SWCS Liaison		
Task 1. Determine deliverables for 2026 intern(s).	3/26	Fletcher, Simmons		
Task 2. Work with the summer intern(s) to complete an annual social media calendar and at least one intern project.	9/25	Fletcher, Simmons		
Task 3. Collaborate to hold the ARCSE Annual Meeting.	8/25	Carlson, Simmons		
Task 4. Provide feedback about the internship to SWCS and students.	10/25	Fletcher, Simmons		
Action 3: Partner with Women in Natural Resources (WIN) to mentor new employees.	S	President/WIN Liaison		
Task 1. Assign a liaison annually as needed.	9/25	Fletcher		
Task 2. Identify ways to work with WIN throughout the year and develop a plan of action if needed.	12/25	Simmons		

Action 4. Partner with NRCS and New Solutions to promote positions available through Agriculture Conservation Experienced Services (ACES) to help deliver program assistance at all levels of the agency – technical, scientific, and administrative.	S/M	President/Pres Elect		
Task 1. Develop plans to carry out deliverables of the MOU with New Solutions to promote each other's benefits and opportunities.	7/26	Fletcher, Martinek, MacSwain		
Task 2. Utilize the newsletter and social media to help make connections between the agency and retirees.	7/26	MacSwain, Bernard		
Task 3. Write at least two success stories for the newsletter and Facebook page.	7/26	MacSwain		
Task 4. Provide support to state reps in carrying out MOU deliverables.	7/26	Regional VP		
Action 6: Work with NRCS Earth Team to explore opportunities for ARCSE members to volunteer at all levels of the agency.	S/M	Past-Pres/Pres-Elect/State Reps		
Task 1. See that at least two articles are published annually to promote Earth Team to members.	7/26	Martinek, MacSwain		
Task 2. Invite Earth Team Coordinators to state and national meetings to share volunteer opportunities.	7/26	Fletcher, State Reps		
GOAL 2: Increase membership numbers by promoting our organization to current and potential new members.				
Strategy 1: Provide suggestions to ARCSE state representatives to help them identify ways to increase participation in meetings and other activities.				
Action(s)	Timeframe/Deadline	Responsible	Completion Date	Notes/Progress
Action 1. Encourage state representatives and regional vice presidents to share ideas with each other.	S	Membership Chair/Media Coor		
Task 1. Utilize the newsletter to encourage the sharing of ideas.	7/26	Benedict		
Task 2. Develop a repository of tips and resources for state reps utilizing the website page, google drive, etc.	5/26	Benedict, MacSwain		
Action 2. Hold on-line meetings to relay important information to state representatives as needed.	S	Membership Chair/Secretary/Regional VP		
Task 1. Hold Zoom meetings as needed to relay information to state reps.	7/26	Carlson, Benedict, Regional VP		
Action 3. Explore opportunities to increase membership.	S	President/Membership Chair		
Task 1. Appoint a committee to carry out a membership drive.	8/25	Fletcher, Benedict		
Strategy 2: Develop and/or maintain a close working partnership with NRCS at the state level.				
Action 1: Establish a point of contact(s) at the NRCS state office to assist in maintaining contacts and relaying messages, such as retirement notices and funeral arrangements.	S	Membership Chair/State Reps		
Task 1. Continue to provide guidance to state reps on the importance of establishing and maintaining a state office point of contact.	9/26	Benedict		

Action 2: Encourage state conservationists to include information about ARCSE membership in NRCS newsletters and retirement information.	S	State Reps/Past-Pres/NFTP		
Task 1: Work with NRCS to distribute information to state conservationists through regional offices when needed.	7/26	MacSwain, Derickson		
Task 2: Send reminder to state conservationists requesting they include both an Earth Team volunteer application and ARCSE application as attachments to their congratulatory retirement letters.	5/26	State Reps		
Strategy 3: Develop and maintain working relationships with conservation partners at the state level.				
Action 1: Encourage attendance by members at the Annual SWCS Conference and local Chapter meetings.	S	State Reps		
Task 1. Establish contact with state SWCS chapter leaders to discuss opportunities to work together.	2/26	State Reps		
Task 2. Share SWCS meeting information with ARCSE members.	7/26	State Reps		
Task 3. Promote new SWCS reduced dues for retirees through newsletter, social media and emails.	7/26	State Reps, MacSwain		
Action 2: Encourage State Reps to establish a relationship with conservation partner leaders.	S/M	State Reps/Regional VP		
Task 1. Write sample emails for State Reps to introduce the organization.	3/26	Fletcher		
Action 3. Explore ways to reconnect FPAC retirees (former NRCS employees) to ARCSE.	S	Pres-Elect/Past-Pres		
Task 1. Establish a committee to develop recommendations for State Reps.	4/26	Fletcher		
Task 2. Promote ARCSE through FPAC newsletter	6/26	MacSwain		
Task 3. Promote recommendations through ARCSE newsletter	6/26	MacSwain, Martinek		
GOAL 3: Ensure adequate oversight and funding to carry out our goals and mission.				
Strategy 1: Investigate ways to raise additional dollars to carry out the mission and goals of the organization.				
Action(s)	Timeframe/ Deadline	Responsible	Completion Date	Notes/Progress
Action 1: Promote opportunities to make donations quarterly (social media/newsletter).	S	Media Coord/Treasurer		
Task 1. Write at least four articles for the newsletter and/or Facebook page.	7/26	Ross, MacSwain		
Action 2: Ensure organizational policies and procedures are reviewed and updated every two years.	S	President/Secretary		
Task 1. Appoint a committee to review charter and operating policies and procedures.	4/26	Fletcher, Carlson		
Action 3. Conduct an annual internal audit.	S	President/Treasurer		
Task 1. Appoint an audit committee to conduct a review of minutes and financial records.	5/26	Fletcher, Ross		
GOAL 4: Increase member engagement through effective communication, retiree gatherings, and opportunities to serve as mentors, trainers, speakers, advocates, ambassadors, educators, etc.				
Strategy 1: Strengthen ARCSE as an organization by expanding visibility and building capacity.				

Action(s)	Timeframe/ Deadline	Responsible	Completion Date	Notes/Progress
Action 1: Build our on-line presence utilizing the website, Facebook and Flickr.	S	Media Coordinator		
Task 1. Maintain an up-to-date website.	7/26	MacSwain	.	
Task 2. Post to Facebook regularly.	7/26	MacSwain		
Task 3. Promote Flickr account to members.	7/26	MacSwain		
Strategy 2: Utilize the newsletter as a primary communication tool.				
Action 1: Ensure timely and appropriate content for the newsletter.	S	Newsletter Ed/State Reps		
Task 1. Provide regular reminders to state reps and regional VPs to submit content.	7/26	Bernard		
Task 2. Submit appropriate stories, photographs, and reports for the newsletter bimonthly.	7/26	State Reps		
Strategy 3: Establish national and state NRCS and conservation partnership contacts to help collaborate on projects, communicate important information when needed.				
Action 1: Update contact list annually.	S	Membership Chair/Newsletter Ed		
Task 1. Update contact list at least once a year and publish in newsletter	5/26	Benedict, Bernard		
Strategy 4: Find ways to stay connected to members that do not use email.				
Action 1. Encourage state reps to contribute ideas.	S	Membership Chair		
Task 1. Hold discussion on Zoom meeting with state reps and share ideas.	4/26	Benedict		
Task 2. Capture ideas in state rep resources and tips.	6/26	Benedict		
Strategy 5: Increase the number of nominations for the community service award each year.				
Action 1: Involve Earth Team coordinators, public affairs specialists, state conservationists and conservation partners in assisting with nominations.	S	State Reps/Regional VP/Secretary		
Task 1. Provide guidance to State Reps on how to involve partners in the nominations process.	2/26	Carlson		
Strategy 6: Explore opportunities to help NRCS and other conservation partners tell the conservation story and sustain our history and heritage.				
Action 1: Work with national and state NRCS, NACD and SWCS historians to develop (or add to) a plan to provide guidance to and encourage the assembly, maintenance and archival of photos, maps, stories, etc. that are of historical value in NRCS and conservation district offices.	L	Historian/President		
Task 1. Explore issues related to the maintenance of historical information and memorabilia at NRCS and conservation district offices and need for ARCSE assistance/guidance.	7/26	Derickson, Fletcher		
Action 2: Explore use of Wiki as a method to help partners collect history.	S	Historian/President		
Task 1. Follow up with SWCS on ideas to use Wiki or other online methods as a possibility of collecting and storing history of the conservation partnership by state and nationally.	5/26	Historian, Fletcher		
Strategy 7: Implement the ARCSE Musician Project.				

Action 1: Promote the opportunity for ARCSE members to participate in this project.	S	Regional VP/Media Coordinator, President		
Task 1. Continue to promote the project in the newsletter, Facebook and on the website.	7/26	Ward, MacSwain		
Task 2. Establish a committee to explore the opportunity to feature select musicians on our YouTube Channel.	7/26	Fletcher, MacSwain		
Task 3. Encourage state reps to promote the opportunity for ARCSE members to participate in this project.	7/26	Regional VPs		

- * S – Short Term – one to two years after implementation
- M – Medium Term – two to three years after implementation
- L -Long Term – four to five years after implementation