

# STEERING COMMITTEE MEMBERSHIP and PLAN of OPERATION

## Project Planning and Development Phase

Template 2019 – Make changes as needed and adapt for use in your own community

### I. Responsibilities

The Steering Committee's initial work will be to assist in community-based planning activities that:

- Determine what long-term goal the project will address;
- Define what barriers stand between the community and that long-term goal; and
- Describe the project goal—the positive change the community would like to see that reduces the barrier and moves the community towards long-term goal accomplishment.

Members will receive an orientation on components of project planning and development. The initial orientation will focus on the three elements of project planning listed above. Members will discuss different tools used to involve the community in these initial components of project development. Tools covered in this orientation will include:

- Surveys;
- Community meetings;
- Focus groups; and
- Key informant interviews.

This orientation will be a hands-on experience for committee members. Orientation on surveys, for example, will include a discussion about open-ended and close-ended questions and the purposes of those different survey questions. The orientation will explain how surveys and community meetings often are used to get information on long-term goal priorities for the community and conditions that the community sees as barriers to reaching that priority long-term goal. A similar orientation will be provided for each of the other planning tools listed above.

Steering committee members will learn about existing comprehensive plans, strategic plans. Integrated resource management plans and other resources that could be useful in project development. The presentations on all of these project planning and development concepts will be done in a clear, non-technical manner.

Members will be asked to commit up to two hours a week for steering committee work that carries out planning and development activities. After their orientation is completed, Committee members will assist in developing these planning tools and use them to explore what priorities the community segment they represent wants to see in a project design. This work will involve meeting with constituents (members of the community they represent) and getting information on priority goals and barriers to those goals experienced by that segment of the community. Information gathered by committee members will be used in developing surveys, structuring community meetings and refining long-term goal priorities. The information also will be helpful in defining barriers and conceptualizing a project goal.

In addition to bringing information from their constituents to the Committee for use in project planning, members will spend time sharing information with their communities about how their suggestions and recommendations are being used in selection of a long-term goal, definition of a barrier and creation of a project goal.

The committee will have less involvement in project workplan development. Such workplan components as project objectives and activities will be shared with the Committee; but such project elements as analysis of organizational capabilities usually will not need Committee assessment.

## II. Membership

In the Project Planning and Development phase of a project's lifetime, Steering Committee membership will include the following constituencies:

- Members of the community;
- Community leaders (elected officials or governing board members);
- Mid or upper-management staff and planning staff; and/or
- Partner organizations that have a current, ongoing relationship with us.

Members are to be made aware that the committee is an egalitarian organization. The staff or community leader representative may be the Committee member who conducts meetings, but that member is a facilitator, not a Committee chairperson.

## III. Project Implementation Phase

The Steering Committee will also play an important part in project implementation: it will serve as a conduit between the community that is the project beneficiaries and the staff who are engaged in project implementation and administration. Steering committee members will receive an orientation on the project workplan, including outcomes, outputs and key timeframes in project operations. The Committee will receive regular reports on project activities and accomplishments. Recommendations on problem solving and increasing effectiveness also are functions that the Committee will play in overseeing project implementation.

The Committee will be particularly useful in helping to resolve problems that are encountered in project implementation. The Committee will assist in creating corrective action strategies to resolve implementation difficulties for which no contingency plans were developed or, although developed, are ineffectual.

The time commitment for Committee members will remain the same as in the project planning phase—up to two hours per week. Committee members expenses (mileage, child care, meals, lodging) will be covered in both the planning and implementation components of project. Committee members will be honored at our annual Recognition Ceremony.

The Committee will get reports, on at least a monthly basis, that compare planned accomplishment with actual accomplishments for the current period. Problems experienced in project implementation will be

reported and proposed corrective actions will be described in the report. Committee members may share the that information with their constituents and share suggestions for operation improvement with staff.

#### IV. New Members

The membership of the Committee will change in the project implementation phase. Members of the beneficiary population and project partners that were added to the operation as a result of the planning process are the newcomers that will be added to the Committee.

#### V. Agreement

All participating members will receive a copy of this plan at the start of their membership. Upon receipt of the plan, they will have the opportunity to ask questions for clarification and suggest revisions to the plan. After proposed revisions are addressed, they will agree to function according to the expectations laid out above. If they cannot fulfill these expectations, they will communicate this to the committee and will be relieved of their duty or reassigned new tasks, as needed. If they are unable to commit or unable to follow through on any of their assigned responsibilities, the member agrees to communicate this with the committee and leave their role as committee member.

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Signature

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Date