



Future Involvement Sheet

	Strategic Planning Steering Committee	Strategic Planning Meetings	Communications Team	Implementation Team	Host a Strategic Planning Meeting	Sponsor the snacks for a Strategic Planning Meeting	Plan Writing Team	Documentation Team	Evaluation/Impact Team

Team Descriptions on the back of this page!

Team Descriptions:

Strategic Planning Steering Committee:

- Commit to 6 monthly meetings (4 hrs each) between March and August
- Responsible for overseeing all other teams/committees
- Participate in conference calls between meetings to report on progress
- Submit the final plan to USDA for review/approval

Strategic Planning Meetings:

- Attend and participate at one or more 4 hr meetings between March and August
- Provide feedback via email to questions/issues to inform the planning process

Communications Team:

- Promote monthly planning meetings in local media and via social media
- Ensure that communities (or key organizations within communities) throughout the region receive regular updates regarding the SET process
- Maintain a website/Facebook page/other online media to archive SET progress

Implementation Team:

- Develops structure (or identifies an appropriate organization to) oversee implementation of the strategic plan
- Ensures that momentum is maintained between completion of the plan and execution of it
- Identifies initial projects and implements them

Host a Strategic Planning Meeting:

- Provide space where one of the monthly meetings can be held

Sponsor the snacks for a Strategic Planning Meeting:

- Provide funding for snacks or a meal at one of the monthly meetings

Plan Writing Team:

- Toward the end of the 6 month planning process, this team will begin transferring ideas/content into a written plan
- Format the plan to be presentable, useful and logical
- Make corrections to plan once it has been reviewed by USDA

Documentation Team:

- Transcribe flip charts and/or notes from monthly meetings into electronic documents (e.g., Microsoft Word documents, Excel spreadsheets) so information can be easily shared among participants, summaries of meetings can be drafted by Communications Team

Evaluation/Impact Team:

- Tracks the progress of the SET process (planning and implementation) – notes completion of planning activities, compiles data about activity impacts (e.g., man hours, grant dollars, economic impact, etc.)
- Reports impacts to Dave Shideler on a regular basis for 1 year after plan approval