Sample Executive/Steering Committee Work Plan

Committee: Executive (Steering)
Meeting Frequency: Monthly
Meeting Time: 4th Thursday, 1-3 pm
Plan Period: *Beginning Date:* March 1   *End Date:* February 28

Instructions: Use this worksheet as a committee to lay out your Committee's Work Plan for the next program year.

1. **Committee Purpose or "Charge":** Summarize the purpose of this committee, including any legislative functions for which it has responsibility. *Identify any areas of uncertainty.*

   Serve as the leadership body of the Planning Council, coordinating the work of committees and working groups, reviewing committee products and recommendations prior to their presentation to the full Planning Council, and overseeing Planning Council operations and administration, including the Planning Council Support staff and budget. In emergency situations only, act on behalf of the Planning Council, then take decisions to the full Planning Council at its next meeting.

2. **Major Tasks and Products or Results:** List the committee's most important tasks and their products or results. Identify any tasks you will carry out along with another committee or entity.

#	Major Tasks	Products or Deliverables	Responsibility [Committee, Subcommittee/Work Group/ Partner Entities]	Deadline if Known
1	Approve the election of committee co-chairs	Approved list of co-chairs	Committees	April (based on committee action in March at first meeting of program year) or when received from each committee
2	Provide training for new Executive Committee members	Completed training with PowerPoint and handouts	PC Manager	April
3	Monitor ongoing compliance with the MOU between the PC and Recipient	Report to PC	Committee, recipient	April (based on prior program year
4	Develop and adopt the PC's annual budget	PC support budget	PC Manager	Draft in September to include in Application; revision based on funds received in Notice of Award

#	Major Tasks	Products or Deliverables	Responsibility [Committee, Subcommittee/Work Group/ Partner Entities]	Deadline if Known
5	Review PC operational and administrative activities including policies and procedures	Updated P&P	Committee, PC Manager and staff	Review annually November – January; new P&P as needed
6	Review and forward items from committees for discussion, approval and action to the Planning Council	Draft resolutions for the PC	Committee, based on recommendations from standing committees and work groups	Monthly
7	Oversee and monitor PC expenditures	Report to PC	Committee, PC Manager	Monthly
8	Approve the agenda for regular, annual, and special PC meetings	Agendas	Committee, PC Manager	Monthly based on meeting schedule
9	Develop the annual PC work plan and functional calendar of activities	Work Plan, Functional Calendar, Training Calendar	In consultation with committees and PC Manager	February
10	Participate in annual assessment of the PC Support Manager	Written assessment	Provided to administrative supervisor within county government	At anniversary
11	Resolve grievances or internal complaints informally and stand as a hearing committee when needed	Resolution of complaint or grievance	3 members selected for each hearing committee	As needed
12	Act on behalf of the PC on an emergency basis	Resolutions or approved documents	Varied	As needed

3. **Membership Needs:** Discuss whether the committee needs more members and whether non-PC members can serve. How many new members do you need? With what skills or interests? Do you need help from the Membership or Consumer Committee to recruit non-PC members for the committee?

No member needs/vacancies. Members are the PC Co-Chairs, both co-chairs of each standing committee, the recipient or designee (non-voting), and 3 at-large members elected by the PC.

4. **Expected Special HPG Support Staff/Consultant Support Needs:** What, if any, projects or tasks will require special or unusual PC Support staff or consultant assistance? When will that assistance be needed?

    Ongoing support from PC Manager and staff. No predictable special staff support needed, but more intense staff assistance needed at times when many recommendations are coming from other committees and when emergency action is needed.

5. **Training Needs:** Identify expected training needs for committee members. How do you plan to meet these needs? Do you need PC Support staff to arrange or provide the training?

    Training in Executive Committee roles and work plan for new members after committee co-chairs are elected by the committees and the three at-large members are elected by the PC each February, including how to read and monitor the PC budget.

6. **Recipient Assistance/Data Needs:** Indicate needed recipient staff involvement in meetings, or data or other support you will need.

    Continuing involvement of the recipient or representative. Most data come from other committees or working groups; need monthly report on PC support expenditures from recipient.