

Discussion Topics: Developing an Annual Committee Work Plan

Committee:

Meeting Frequency:

Meeting Time: *Week of Month/Day of Week/ Start &End Times:*

Plan Period (Program Year): *Beginning Date:*

End Date:

Instructions: Use this worksheet as a committee to lay out your Committee’s Work Plan for the next program year (March 1 – February 28) or calendar year, whichever your PC/PB uses for planning.

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.*

2. Major Tasks and Products or Results: List the committee’s most important tasks and their products or results – the core of your work plan for the next program year. Identify and include 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/Completion Date
1				
2				
3				
4				

#	Major Tasks	Products or Deliverables	Responsibility [Committee, Subcommittee/Work Group/ Partner Entities]	Deadline/Completion Date
5				
6				
7				

3. **Membership Needs:** Discuss whether the committee needs more members and whether non-PC/PB 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/PB members for the committee?

4. **Expected Special PC/PB Support Staff/Consultant Support Needs:** What, if any, projects or tasks will require special or unusual PC/PB Support staff or consultant assistance? When will that assistance be needed? Is there funding in the PC/PB Support budget for consultant assistance?

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

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