

Summary of Responsibilities for the Strategic Planning Oversight Committee

Time requirements:

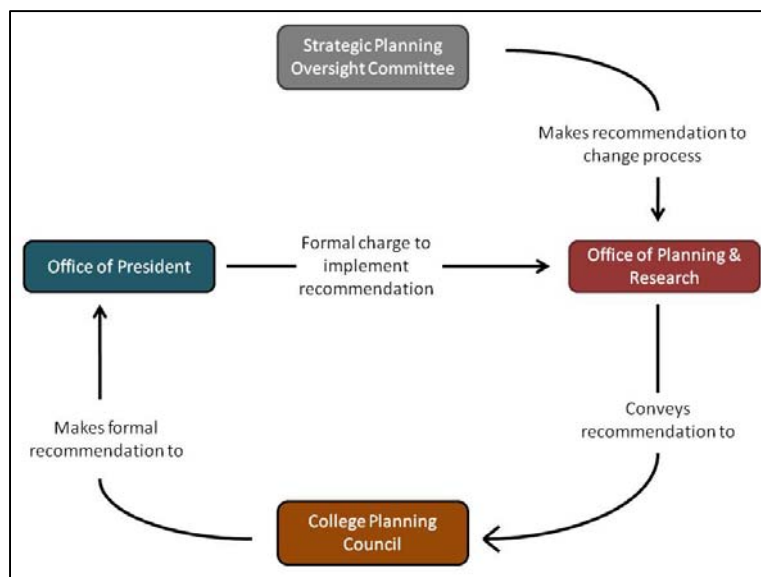
- Service period: April 2010 – August 2012
- Meeting frequency: meet for 1.5 hours every six week

List of responsibilities:

- Provide oversight over the processes that underlie the strategic planning activities.
- Formally assess the effectiveness of the process at each stage and provide feedback; these assessments will be documented and included in the final plan.
- Validate that the process meets external stakeholder standards & requirements (documentation on standards & requirements will be provided).
- Provide feedback on the level and quality of engagement of participants to the planning process.
- Provide guidance to the planning team on how to accommodate any challenges or unanticipated needs.
- Review output from each stage of the plan.
- Review survey instruments and survey findings.
- Detailed review of findings from the Working Groups.
- Review drafts of the strategic plan.
- Individual members may be asked to contribute to the writing of the strategic plan. Written output would be limited to small segments (one or two pages).
- Each member will write a short (2-3 paragraphs) review of the planning process and the final plan. Each narrative will be included in the final plan.

Note: Any changes recommended by the Oversight Committee will be documented and included in the final plan.

Recommendation process



Note: an illustration of recommendations that emerge from the Oversight Committee only.