Worksheet B: Identify a Planning Team

Who needs to approve the members of the team?

Who will lead the team?

Who will be responsible for documentation and writing of the plan?

Who should we ask to recommend team members?

Are there Board members or volunteers we should include on the team?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Job/Role** | **Level of Organization** | **Service Area** | **Time in organization** | **Personal Qualities** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |