

Effective Committee Engagement and Chart of Work Planning

One of the best ways to ensure effective Boys & Girls Club board committees is through use of a committee work plan. The plan specifies goals for the committee, strategies to meet the goals and timelines for completion of the goals. The goals of the committee should be closely aligned with achieving the strategic goals determined during strategic planning. Essentially, the work plans specify the operational goals of the committee for the year.

A work plan is the plan that each Board committee and relevant staff members reference to guide completion of ***their portion of the organization's strategic plan***, e.g., the Finance Committee works from Finance work plan, Marketing Committee from a Marketing work plan, it is ***imperative the organizations strategic plan is active and current***, etc. The plan references the related goal(s) from the strategic plan. Work plans include objectives that, in total, implement the respective strategy. For example, the following work plan describes strategies, 3.1 and 3.2, which, together, meet Goal 3 from the strategic plan. Each of the two strategies has five objectives, including 1.1 to 1.5.

The following sample represents one example of the format and content of a work plan. This sample should be customized to the particular culture and purpose of the organization.

Program Impact and Outcomes Committee

Year 2017 Actions	Jan	Feb	Mar	Apr	May	Jun
3.1 Strategic Plan Alignment for the Program Impact and Outcomes Committee: Deliverables						
3.1.1. Partner with chief operating officer Orient committee on current situation and stage of development	---					
3.1.2 Assessment of the current Program and Outcome Measure's Model-Who, What-When		---	---	---		
3.1.3 Devise committee plan					---	
3.1.4 Submit pan and cost for board review of plan					---	
3.1.5 Assessment and Baseline to be completed to Board. Supported by Action Plan, Cost, and Impact						---

2017 Actions	Jul	Aug	Sep	Oct	Nov	Dec
Strategy 3.2: Implement Program and Impact Committee Plan: Outline Goal Statement						
3.2.1. Reach strategic action #1	---					
3.2.2 Reach strategic action #2		---	---			
3.2.3 Reach strategic action #3				---		
3.2.4 Reach strategic action#4					---	
3.2.5 Evaluate Process						---
3.2.6 Celebrate and Board Report						

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Progress Notes:

Committee Leader and Team Members:

Use of Non-Board Members and Community Subject Matter Experts:

Cross Functional Needs from Other Committees and Staff:

Budget for Project:

Needs that BGCA can assist with?