



Communities That Care: Community Board Maintenance Work Group Key Tasks



Establish Protocols	Create Guidelines	Develop Processes	Approve Curriculum	Foster Connection
<ul style="list-style-type: none"><input type="checkbox"/> Establish protocols for how CTC members and work groups will communicate internally<input type="checkbox"/> Establish protocols for how the CTC will communicate with and report to the community	<ul style="list-style-type: none"><input type="checkbox"/> Establish bylaws for the CTC to follow; If desired, have the CTC Coordinator request copies of bylaws from other local CTCs<input type="checkbox"/> Assist Executive Work Group with tracking Milestones & Benchmarks, if needed	<ul style="list-style-type: none"><input type="checkbox"/> Establish process for new members of the CTC<input type="checkbox"/> Include: How do new members sign up? What materials are given? How often is CTC training offered? Who trains new members?	<ul style="list-style-type: none"><input type="checkbox"/> Plan a curriculum for educating new Key Leaders and CTC members who join after the KBO and CBO<input type="checkbox"/> These new member educational events are usually between two to six hours long	<ul style="list-style-type: none"><input type="checkbox"/> Develop and hold team-building activities for CTC members<input type="checkbox"/> Develop and hold recognition activities for CTC members



Communities That Care: Outreach Work Group Key Tasks



Plan & Identify	Social Media	General Outreach	Update Community	Misc. Tasks
<ul style="list-style-type: none"><input type="checkbox"/> Create and maintain a spreadsheet with contact info for Key Leaders, CTC members, and other stakeholders<input type="checkbox"/> Ensure that pictures are taken at CTC events for outreach<input type="checkbox"/> Solicit community input on the CTC Vision statement	<ul style="list-style-type: none"><input type="checkbox"/> Decide who in the work group will create and/or post on CTC social media pages (FB, etc.)<input type="checkbox"/> Create written guidelines for how often to post, what to post, what not to post, etc.	<ul style="list-style-type: none"><input type="checkbox"/> Develop outreach materials that anyone in the CTC can use, such as an “elevator speech,” a short presentation, business cards, flyers, letterhead, brochures, etc.<input type="checkbox"/> Build relationships with media outlets such as TV, radio, newspaper	<ul style="list-style-type: none"><input type="checkbox"/> Create an e-newsletter or other means of updating the community on a regular basis, and decide how often it should be released<input type="checkbox"/> Decide who will create and/or maintain a website, and what content to include on the site	<ul style="list-style-type: none"><input type="checkbox"/> Develop a means for community input, such as a surveys, google documents, and/or paper forms<input type="checkbox"/> Promote the Social Development Strategy in the community<input type="checkbox"/> Distribute the Community Action Plan in the community