







Communities That Care: Community Board Maint. Work Group

<p>Phase 1 </p> <p>Work groups not yet formed</p> 	<p>Phase 2 </p> <p>Choose work group chairperson, where to meet, and a regular date and time to meet</p>	<p>Phase 3 </p> <p>(May begin in P2) Identify who will perform Key Tasks below; roles may change as needed</p>	<p>Phase 4 </p> <p>Continue working on Key Tasks, and other milestones set by the CTC or work group</p>	<p>Phase 5 </p> <p>Accomplish all Key Tasks and other milestones; re-visit Phases 2 thru 4 as needed</p>
---	--	---	--	---

Key Tasks

<p>Establish Protocols</p> <p>Establish protocols for how CTC members and work groups will communicate internally</p> <hr/> <p>Establish protocols for how the CTC will communicate with and report to the community</p>	<p>Create Guidelines</p> <p>Establish bylaws for the CTC to follow; If desired, have the CTC Coordinator request copies of bylaws from other local CTCs</p> <hr/> <p>Assist Executive Work Group with tracking Milestones & Benchmarks, if needed</p>	<p>Develop Processes</p> <p>Establish process for new members of the CTC</p> <hr/> <p>Include: How do new members sign up? What materials are given? How often is CTC training offered? Who trains new members?</p>	<p>Approve Curriculum</p> <p>Plan a curriculum for educating new Key Leaders and CTC members who join after the KBO and CBO</p> <hr/> <p>These new member educational events are usually between two to six hours long</p>	<p>Foster Connection</p> <p>Develop and hold team-building activities for CTC members</p> <hr/> <p>Develop and hold recognition activities for CTC members</p>
---	--	--	---	---