



Strategic Planning Core Team Job Description

Brief Description:

The Core Team member's purpose is to champion the organization through the Strategic Planning Process by:

- Participating with all others who also are part of the Core team
- Committing time and energy to the process
- Ensuring that diverse and important perspectives are brought forward for review
- Communicating progress to others outside the Core Team and sharing their feedback

Key Responsibilities:

- To honor the Team by reviewing all shared materials before and between meetings
- To attend all Core Team meetings; to be both prompt and prepared
- To promote consensus around the process and in other areas of the organization (Consensus is defined as "a decision that everyone is willing to live with and actively support")
- To follow through on action items where appropriate
- To enthusiastically share the planning process goals with everyone, at every opportunity

Core Team Member Criteria:

- Viewed as a leader and/or active member of the community
- Able and willing to share opinions and perspectives
- Ability to attend all scheduled core team meetings
- Enthusiasm
- Willingness to listen to all other ideas, opinions, perspectives
- Represents a diverse perspective, unique role or specific level of the organizational structure

Accountability:

Core Team members are responsible to the Team and to the sponsors of the Team

- Superintendent and planning or steering committee
- Board of Education

Investment of Time:

- Four Core Team meetings/workshop and willingness to share feedback and review emailed or printed materials

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Duration of Core Team:

- Until Core Team meetings are completed sunsets (timeline dependent)