

CFSC Strategic Planning Committee Overview

SP Cmte Purpose:

The Strategic Planning Committee – comprised of members, board members, and staff – is charged with co-creating a strategic road map for CFSC by:

- Working with the OpenSource team to co-manage the strategic planning process, timeframe, and communication.
- Designing and overseeing the dispersing of updates to, as well as receiving feedback from, different stakeholders.
- Participating in the July planning retreat, October member meeting, November planning meeting, and fall action planning, as well as periodic phone meetings.
- Evaluating the process and tasks and making adjustments as necessary along the way.
- Enthusiastically supporting the strategic planning process and participating fully in it.

Leadership and Decision Making:

For all of the above, the committee makes recommendations to the Board for final decision. The committee can make process decisions along the way. Board members on the committee will advise on whether a decision goes to the full Board or can be made by the committee.

The committee will be chaired by Lydia Villanueva. Meeting facilitation will be rotated among members.

Communication and Other Norms (evolving):

The strategic planning process provides a strategic opportunity to test out some new ways of doing business – ways to be both inclusive and efficient, to engage fully and also trust the group to make good decisions and recommendations when you are not able to participate, and to take the risk of putting forward ideas with both confidence and humility for the membership and other stakeholders to consider.

Some specific norms that are emerging from the group include:

- Email subject line should say “Response/Action Needed” or “Information Only.” Can also flag as high priority.
- Put action items at top of message, highlight so people know what to respond to.
- Cmte members should reply all to “response/action required” emails, even to say “no time to respond, the group can proceed without me.” For “information only” emails, no need to reply all or to reply at all.
- Need 2-3 day turnaround time if possible to provide feedback, etc.
- Prepare and send meeting agendas 2 days in advance.