



## Creating the Local Steering Committee

### Inviting the Behind-the-Scenes Workers

The Building Communities strategic planning process requires the formation of a local Steering Committee. This group of five to 15 people is the work horse that provides vital input and management to all three phases of the planning process as shown below.

The Steering Committee should be comprised of individuals that have expertise and/or involvement with community and economic development.



Steering Committee members might include:

- Economic development professionals
- Chamber of Commerce executives
- Visitor and Convention Bureau staff
- Downtown development staff
- Port managers
- City and county managers
- Regional economists
- Local planners
- Informed, connected local business persons
- Other local opinion leaders

The specific responsibilities of the Steering Committee:

Organizing	Plan Week	Implementation
<ul style="list-style-type: none"> <li>• Promotion of Town Meeting to local boards, committees</li> <li>• Personal commitment to Plan Week and Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in:               <ul style="list-style-type: none"> <li>○ Strategy Selector Tool</li> <li>○ Community Organizer Tool</li> <li>○ Assignment of Action Steps</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Regular follow-through on every action step assigned</li> <li>• Attendance at monthly meeting</li> <li>• Attendance at Plan Review sessions (nine-month intervals)</li> </ul>

For the Strategy Selector session (typically Monday of Plan Week), the Steering Committee will be augmented by Subject Matter Experts (SMEs). The SMEs are generally only involved in this portion of the process, but can be invited to the Town Meeting and, if desired by the Project Director, also invited to be on the Steering Committee for plan implementation. (See “Subject Matter Experts” handout from Building Communities).