

Regional Coordination Team: Key Roles and Responsibilities

Recruitment

- Identify key participants
- Ensure diversity – demographics, expertise, geographic

Coordinate Civic Engagement Session:

- Assemble invitation list
- Arrange logistics
- Design invitations
- Send/take invitations
- Communicate to media
- Coordinate welcome
- Coordinate processes for reporting back to session participants after the event

Communication

- Send out meeting reminders
- Prepare public news stories: press releases, website, newsletters, etc.
- Prepare communication for key stakeholders and community leaders

Documentation

- Record notes from sessions
- Distribute notes to regional team members

Writing Team

- Prepare drafts of plan sections as the work progresses
- Assemble sections into draft plan
- Gather editing suggestions
- Finalize plan

Logistics

- Ensure that the meeting locations are available for selected dates
- Arrange for equipment needs, if necessary
- Arrange for meal/refreshments, if necessary

Evaluation/Impact

- Document progress on Plan of Action
- Monitor timeline for activities
- Monitor established measures