

Community Sustainability Action Plan

Action Team Guidelines

PURPOSE

The purpose of these guidelines is to enable all volunteers to work as effectively as possible with each other, with partner organizations, such as the City of Corvallis, and with the Sustainability Coalition Steering Committee.

HOW ACTION TEAMS WILL BE ESTABLISHED

Structure of Action Teams

- Initially, the teams will be organized by topic areas.
- Each Action Team will be led by a leadership team of three or more people. One of the three will be designated as the point of contact for the team for communication and follow up purposes with the Steering Committee. The role of the leadership team will be to coordinate meetings (i.e., establish meeting dates and agendas, facilitate discussion, etc.) and provide reports to the Steering Committee.
- Action Teams will work as a whole group and in subcommittees.

Action Team Formation and Membership

- Action Teams will be composed of current Sustainability Coalition task group or work group members, members of partner organizations, and individuals who have indicated an interest in joining an Action Team and have agreed to the above expectations.
- Team membership will be open to anyone who agrees to the expectations outlined in this document.
- Steering Committee members will solicit leaders and members for the Action Teams from their organizations, from other partner organizations and from the community.
- Each Action Team will have a Steering Committee liaison who attends Action Team meetings regularly. The liaison may or may not be an active member of the Action Team. The liaison's role will be to assist the leaders in facilitating the team's progress and to provide regular written updates to the Steering Committee.
- There will be an orientation for leaders prior to an initial Action Team meeting.
- Each team will identify individuals from related organizations who may serve as resources. These individuals may choose not to be an active member of an Action Team, but will be invited to attend meetings and to receive all communications of the team.

Expectations of Action Team Members

- The focus of Action Teams is action. The purpose of each meeting will be to establish the specific steps that members will take between meetings to move the selected action item(s) forward. Each member will be an active participant working on implementation of the action item(s).
 - Members of Action Teams will spend a minimum of five hours per month on the following until the first annual Town Hall meeting in January 2010:
 - ✓ One Action Team meeting per month
 - ✓ Individual and/or subcommittee tasks between meetings
- If a person cannot commit five hours per month for an action team, they may serve in other roles.

HOW ACTION TEAMS WILL FUNCTION

Guidelines for Initial Meeting

- Team leaders will send members the following documents via e-mail and request they review the documents prior to the first meeting:
 - ✓ Topic area matrix (vision, goals, interim goals, strategies, action, baseline, metrics, timeline) developed by the work groups
 - ✓ List of existing local and external efforts that was developed by the work groups
 - ✓ Cross group matrix
- The goals of the initial meeting are:
 - ✓ Energize and build relationships among group members.
 - ✓ Set ground rules.
 - ✓ Discuss accountability (i.e., how the team will measure its progress).
 - ✓ Review inventory of existing efforts. Determine if it is complete and where collaboration may be needed with those identified as currently working on issue.
 - ✓ Review baseline data and metrics. Determine if more work is needed in these areas.
 - ✓ Determine next steps, assign tasks, and set next meeting date.

Guidelines for Selection of Actions

1. Review the topic area matrix included in the Action Plan.
2. Use the cross-group matrix to identify overlapping goals, strategies and actions from other topic areas.
3. Briefly and quickly evaluate all actions based on the following criteria, and consider justification for the evaluation:
 - ✓ How well does the action move the community toward the guiding objectives
 - ✓ Feasibility within resources (volunteer time available, commitments from partners, funds, etc.)
 - ✓ Amount of time required to accomplish the action
 - ✓ Interest in the group to pursue the action
 - ✓ Whether action has been successfully implemented locally or elsewhere
 - ✓ Financial implications (cost/benefit analysis of the action)
 - ✓ Legal implications (is the action allowed by law)
 - ✓ Coordination with others needed (identify who and how)
4. If the Action Team has concerns regarding the effectiveness or appropriateness of any actions included in the topic area matrix, they may consider whether different actions should be substituted to more effectively implement the proposed strategy. During this discussion, the Action Team will consult the list of all actions gathered during the town hall process as well as consider new actions.
5. If different actions are chosen, the Action Team will analyze them using the criteria above.
6. Determine how many actions to begin working on. Select at least one “quick win” (where results can be obtained by January 2010) and one “big win” (where there will be the biggest impact). If needed, complete a more thorough evaluation of actions chosen.
7. Identify key organizations, including those identified in the Community Sustainability Action Plan, that may already be working on the actions chosen and provide contact information if known.
8. Prepare Action Review Form to submit to the Steering Committee for approval and coordination with other groups.

Decision Making Process

- Each team will make decisions based on the modified consensus model used by the Steering Committee. Consensus is not a simple majority, nor is it unanimity; rather it is the overall sense of the group, as expressed through the exchange of ideas and opinions. In the event consensus cannot be reached within a reasonable period, a simple majority vote will be taken.
- The Steering Committee will review the Action Review Form and other requests from the Action Teams and respond within two weeks to the Action Team leaders.

Communication & Reporting

- Action Teams are encouraged to set up Google groups for inter-group communication and to include liaisons and resource persons in the Google group. A representative from each participating Action Team will receive Google group training if needed.
- An Action Team Leaders Google group will be set up for communication between Action Team leaders.
- Subcommittees will report on their work back to the Action Team on a regular basis.
- Steering Committee liaisons to the Action Teams will provide periodic regular updates to the Steering Committee on the progress of the Actions Teams. (e-mail or at meetings)
- Action Teams leaders will provide e-mailed quarterly reports to the Coalition Steering Committee on their progress.

Decision Making

- An Action Team wishing to apply for a grant, solicit donations or other support, expend Coalition funds or take public positions or actions or make public statements on behalf of the Coalition, including to the media, City and County representatives or Advisory Boards or at community events, must receive approval from the Steering Committee prior to taking any action or making any statements representing the Sustainability Coalition. These requests need to be made in writing and forwarded it to the Steering Committee with a requested response time.
- Approval for Action Teams to apply for a grant, solicit donations or other support, expend Coalition funds or take public positions may be obtained via e-mail consensus vote or vote at a Steering Committee meeting. To respond via e-mail, Steering Committee members need a minimum of 72 hours in advance of any public action that an Action Team wants to take on behalf of the Sustainability Coalition.
- Action Team members may not represent themselves as speaking for the Coalition until the action has been approved by the Steering Committee. However, they may state their affiliation with the Corvallis Sustainability Coalition as long as they clearly state that they are speaking as individuals and not as a representative of the Sustainability Coalition.
- None of these guidelines prohibit any Action Team member or Steering Committee member from speaking or taking action as an individual or on behalf of their organization, so long as they clearly state that they are not representing the Corvallis Sustainability Coalition and they provide others with their personal contact information and not the contact information through the Coalition.