LIBRARY STRATEGIES

- Steering Committee "Charter" -

The **role** of the Steering Committee includes:

- Serving as advisors to Library Strategies in the planning and execution of the planning project – particularly the community engagement components;

- Identifying key stakeholder groups to be represented at focus groups / retreats;

- Brainstorming specific individuals from stakeholder groups to participate in those activities, and playing a secondary role with the invitation/RSVP process.

- Helping Library Strategies frame the design of the focus groups or forums (e.g., *What do we want to know at the end of the community engagement phase? What information is critical to share with participants before or at the sessions?);*

- Reviewing and commenting on timetable, written deliverables, and proposed tweaks to original methodology – if and as the need arises.

Time commitment for Steering Committee members:

- Max. four meetings (each <2 hours, most or all virtual)

- Review of community questionnaire tool, principally over email (1 hour)

- Focus group or forum scoping and invitee brainstorming (1-2 hours)

- One or two rounds of review to written deliverables (TBD)

Projected time commitment: 8-12 hours