

# 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