

National Coordinator Work Plan-2 month outline

N.C. Overview: This workplan was the strategic culmination of a planning and collectivization process that sought to narrow the most important and urgent objectives in a series of different priorities. The initial collective document was a collective work of Jerome Scott, Shamako Noble, and David Cobb. The goal was to compact key items into a two month plan. This is an ongoing work in progress, and is made with a key note:

We recognize that both the scope of this work plan, and the general scope of the National Coordinator position is literally larger than possible to complete. Nonetheless, we lay out the overview and priorities, the coordinator helps facilitate its completion and identifies where support could be valuable.

National Coordinator:

- **Prepare detailed work plan / timeline for ACT**
 - a. Complete draft by Sunday **2/23**
 - b. Have feedback on draft by Monday **2/24**
 - c. ACT discusses/approves by Tuesday **2/25**
 - d. Any additions made by Thursday **2/27**
- **Update work plan monthly & share with ACT (I thought this was bi-weekly, or every act meeting. Wouldn't Monday be every other ACT meeting).**
 - a. Create and Share Workplan Document Friday **Feb 2/28**
 - b. Update workplan daily as tasks are completed or in progress
 - c. Provide detailed report for act every meeting starting Tuesday **Feb 2/25**
- Meet weekly with mentor collective (Jerome & David and others from Resource Dev & Comm-Tech)
 - a. Establish meeting time for weekly meeting: Currently set for Saturday's at 9am PST/12pm EST. Establish one member of Res/Dev and Com/Tech committee for Supervision work by Friday 2/28
 - b. Document and give brief report meetings to the ACT (part of weekly report) **Ongoing**
- (Timesheets to Victor)
 - a. Bi-Monthly

NPC & ACT:

- **email communication (minimum reminder 2 days with documents), agenda setting, note taking & posting to wiki in timely way, keep email lists, organize webinars, info calls, doodles for new times if needed, solicit volunteers wherever possible**
 - a. Create Calendar for meetings-**2/28**
 - b. Create Rise Up Pad for meetings at least a week in advance. **Ongoing**
 - c. Upload all ACT notes and appropriate working group notes to Wiki **Ongoing (All notes updated by-March 2nd)**
- **Keep track of current and new NPC members, welcome emails to orgs & NPC list, orientation calls, listing on website with links**
 - a. Create tracking document and share with the ACT
 - b. Send welcome emails to all recent NPC members from Oct-Feb (Report to ACT)
 - c. Follow Up phone calls to all new NPC members
 - d. Work with Road and Outreach on Orientation Process (Orientation Committee??)

- **keep track of asks for endorsement, acknowledge & eblasts when appropriate**
 - a. Create endorsement tracking form, share with ACT March 2nd-Present at Next ACT and NPC meeting
 - b. Contact all parties currently requesting endorsements **2/28**

Resources: Budget & Fundraising

Coordinate with Resource Dev WG:

- Fund transfer requests, tracking budget expenses & income monthly
 - a. Work with Res/Dev, Victor (Accountant) and ACT to track all current and incoming transfer requests

Next Act Meeting

- b. Report to ACT and NPC all transfer requests as processed by National Coordinator, Res/Dev, Accountant and ACT Ongoing
- c. Work with Res/Dev to insure introductions to all working groups for affinity plan.

- keeping track of 6-month budget activity and insuring new budget developed in timely manner
 - a. Attend all Res/Dev, Budget discussion and ad hoc meetings as needed.
 - b. Making sure ACT and NPC has budget, finance and fundraising information in a timely fashion
 - c. Working with Res/Dev, Accountant and ACT to facilitate budget refinement, completion and distribution. Next round-Feb 28th-Round following check in with Res/Dev

- monitor and be involved in fundraising (grassroots & foundation)
(questions about this)

Communications

Work with Outreach/PMA WG & Comms-Tech WG

- Make sure email lists (including WG lists), website, wikis all up to date
- Help coordination of newsletter in timely fashion (need to get Language Justice WG started to support translation)
- Coordinate eblasts

PMAs

Coordinate development of PMA process in coordination with Outreach/PMA WG

- a. Identify and document in a list all currently processing PMA's
- b. Join PMA Outreach workgroup calls
- c. Work with PMA and Outreach groups

Work groups

Overall coordination of work of WGs:

- 1). Schedule of All Work Group Meetings:
TBC by 03/01/14
- 2). Check In's with every work group:
 - a. Outreach/PMA
 - b. Res/Dev
 - c. Gender Justice
 - d. Road to USSF
 - e. Com/Tech
 - f. Arts and Culture
- 3) List of All Work Group Rosters:
 - a. Co-Chairs
 - b. Membership Organizations

- c. Individual Reps for Orgs
- 4) Helping to re-engage and develop youth, indigenous and language justice groups.

2.21.14