

# Steering Committee Duties & Responsibilities



Each community participating in Horizons III is required to appoint a local Steering Committee (recommended five to nine individuals). The Steering Committee should be comprised of individuals that mirror the demographics of the community. At the first meeting, members of the Steering Committee will elect a chairperson and appoint individuals to serve as contacts for the various phases of the Horizons program, i.e., *Study Circles, LeadershipPlenty, Blogging, and Visioning/Action*. The Steering Committee will work closely with the local Community Coach to keep the Horizons program moving and on-task and to provide an environment that welcomes new people, expects change and shares learning.

## **Key Duties and Responsibilities of Steering Committee:**

- 1. Oversee all phases of the Horizons program and ensure that appropriate thresholds and overall goals of the program are met.**
- 2. Identify and recruit community members to serve as facilitators / trainers and participants in Study Circles and LeadershipPlenty.**
- 3. Coordinate logistics of all program phases including meeting venues, food, childcare, transportation, etc.**
- 4. Establish and maintain open and clear communication with the community including marketing and publicity of events.**
- 5. Encourage involvement of community members in Visioning, Strategic Planning and Action phases.**
- 6. Collect and compile Study Circles Facilitator Reports and coordinate with Action Groups to develop and oversee Visioning and Action steps.**
- 7. Develop, oversee and manage the budget including Community Action Grant Funds to accomplish the Horizons objectives during each phase.**
- 8. Coordinate with Community Blogger and ensure that up-to-date Horizons documentation occurs including posting information on upcoming events, program outcomes and impacts.**
- 9. Participate in periodic program evaluation regarding successes and challenges.**
- 10. Determine how leadership development and poverty reduction strategies will be implemented and maintained after completion of the Horizons Program.**

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