Membership & Engagement Committee Work Plan 2024-2025

Ongoing Activities

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1. Review Membership Matrix & PC Reflectiveness	X	X		X	X	X	X	X	X	X	X	
2. Review Committee Roster	X	X		X	X	X	X	X	X	X	X	
3. Review Attendance Roster		X		X	X	X	X	X	X	X	X	
4. Review Monthly Social Media Insights	X	X		X	X	X	X	X	X	X	X	
5. Recommend Content for Social Media Accounts and Online Newsletter	X	X		X	X	X	X	X	X	X	X	
6. Review, Update & Recommend Changes to Policies & Procedures (as needed)	X	X		X	X	X	X	X	X	X	X	
7.												

CFHPC Applicants & Membership Evaluation

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
8. Applicant Interviews	X	X		X	X	X	X	X	X	X	X	
9. Review Applicant Summaries	X	X		X	X	X	X	X	X	X	X	
10. Review Orientation Evaluations & Recommend Updates/Revisions (as needed)	X	X		X	X	X	X	X	X	X	X	
11. Review Exit Survey Responses				X				X			X	

Leadership & Elections

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
12. Nominate and elect a Chair & Vice Chair	X											
13. Review Nominees for PC Office										X	X	
14. Leadership Evaluations				X			X			X		

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
15. Annual Committee Report			■							X	X	■

Member Training

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
16.			■									■
17.			■									■
18.			■									■
19.			■									■
20.			■									■
Discuss & Recommend Member Training Schedule & Topics	X		■									■
Plan for Quarterly Training		X	■				X				X	■
Host Quarterly Training (PCS)			■	X				X				X
Discuss & Plan Leadership Training	X		■			X				X		■
Host Leadership Training (PCS)		X	■				X				X	■
Mini Trainings (as needed)	X	X	■	X	X	X	X	X	X	X	X	■
Review Training Evaluations Results (recommend updates as needed)	X		■	X	X			X	X			■

Red Ribbon Times Magazine

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
21. Select Articles	X	X	■			X			X			■
22. Approve Draft			■	X			X			X		■

23.	Release Newsletter					X			X			X	

Recruitment, Retention, & Event Planning

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
24. Review & Update Marketing Plan		X		X								
Review & Update Recruitment Plan		X		X								
25. Discuss & Recommend Recruitment Activities	X	X		X	X	X	X	X	X	X	X	
26. Discuss National Testing Day							X	X	X			
27. Initiate Planning for WAD							X	X				
28.												