Membership & Engagement Workplan [DRAFT]

Planning Cycle October 2026-September 2027

Ongoing Activities												
Task/Goals/Objectives	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEPT**
Review Membership Matrix & PC Reflectiveness		x		x		x		x			x	
Review Committee Roster		x		x		x		x			x	
Review Attendance Roster		x		x		x		x			x	
Review Monthly Social Media Insights		x		x		x		x			x	
Recommend Content for Social Media Accounts and Online Newsletter		x		x		x		x			x	
Review, Update & Recommend Changes to Policies & Procedures (as needed)		x		x		x		x			x	
Approve Committee Workplan		x										

CFHPC Applicants & Membership Evaluation												
Task/Goals/Objectives	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEPT**
Applicant Interviews	x	x		x	x	x	x	x	x	x	x	
Review Applicant Summaries		x		x		x		x			x	
Review Orientation Evaluations & Recommend Updates/Revisions (as needed)		x		x		x		x			x	
Review Exit Survey Responses (if available)		x		x		x		x			x	
Review and Update Membership Forms (Applications, Interview Forms, etc) (as needed)		x		x		x		x			x	

Leadership & Elections												
Task/Goals/Objectives	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEPT**
Nominate and Elect a Chair & Vice Chair		x										
Review Nominees for PC Office											x	
Leadership Evaluations				x				x				
Annual Committee Report											x	

Member Training

Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
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				
Host Leadership Training (PCS)			x							x		
Review Training Evaluations Results (recommend updates as needed)		x		x		x		x			x	

Red Ribbon Times Magazine

Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Select Articles		x						x				
Approve Draft				x							x	
Release Magazine (PCS- once copies are received)					x							x

Recruitment, Retention, & Event Planning

Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Review & Update Retention and Recruitment Plan		x		x								
Review & Update Social Media Guidelines		x		x								
Discuss & Recommend Recruitment Activities		x		x		x		x			x	
Discuss National Testing Day								x				
Initiate Planning for WAD						x						
Select Member Awards for Sept PCB											x	