**16\_Notes to Committee Chairs for Action Planning Workshop i.e., Preparation of a draft Action Plan**

Thank you for being a Chair of one of our 2023-2024 Committees.

Before next week's committee meetings (the Action Plan Workshop), it could certainly help if you were able to …

1. Look over the collection of Objectives on your Draft Action Plan sheet (which should have been sent or given to you already) and make some notes about the following:

3. **When in the Rotary year you could do each of the objectives** - **write a suggested month in the "When" column**. You might include a couple of options for some.

4. Think, in ball park terms, **how much it is going to cost** to conduct the objective, activity or project OR how much you conservatively expect to make out of the activity once costs have been taken out. **Write this amount in the "How much" column** for each objective - of course, many won't have costs so write "NA" for them. These figures will essentially be the start of your committee budget.

5. Gear yourself up to **appoint someone in your committee or in the club who could manage each of your objectives** - without a manager, things simply don't get done. You might take on one or two jobs, but it is essential that you spread the load around your members. Remember that you can plan to have other club members actually implement your project or activity, but you need someone in your committee to drive it. **Write the name of each manager in the "Who" column**

6. Be prepared to move swiftly through your objectives in your committees next week. You'll only have about 20-25 minutes to get through your whole sheet, so there won't be time to have long discussions on anything. That's why you'll need to do this pre-thinking and suggest things that your committee can respond to. You won't have time to ask them to come up with too may ideas on the spot. If you get objections to a proposal or idea, mark the objective as needing more discussion and move on to the next one. If you have time at the end, you can come back to the idea, or you can consider the issue after the meeting and maybe email your committee members with an updated suggestion - or gather them together at the following Rotary meeting.

The plan is that we can have a reasonably firm set of objectives for each committee by the Board meeting on June 9th - I'll need them before then (June 6th) so I can prepare the document for the Board to adopt the plan.

If you have questions, please don't hesitate to call.

Club Planning Coordinator