

CITY OF WASHOUGAL STRATEGIC PLANNING PROJECT ADVISORY COMMITTEE February 16, 2012

“Mapping the Communities Future Together”

STRATEGIC PLANNING ADVISORY COMMITTEE (SPAC) MEMBER RESPONSIBILITIES AND OPERATING PRINCIPLES

Project Purpose

The Strategic Planning Project is a community-based effort to develop a set of actionable strategies to guide the City’s short and long-term future. The Plan will include creating a vision statement for the City; priorities, goals and action strategies; and short term and 30-year implementation plans. The Plan will be based on an assessment of the City’s current financial and economic situation and strategic options for the future.

Advisory Committee Charge, Membership and Schedule

The Advisory Committee will be provided with survey information from the public engagement campaign that recently concluded in the Fall of 2011. The Advisory Committee will also receive documents that provide the historical context of where the City of Washougal has focused its efforts in the recent and long term past. The Project Management Team will also provide a draft Strength/Weakness/Opportunity/Challenges analysis for the Advisory Committee to review and discuss in further detail among the committee members. The Strategic Planning Advisory Committee will make recommendations and assist the Project Management Team on the Strategic Plan’s vision, priorities, goals, and action strategies. Committee members have been drawn from the City’s Boards and Commissions, businesses, service groups, and citizens-at-large. The Committee will meet approximately six times between February and June 2012

Advisory Committee Member Responsibilities

- ☒ Regularly attend Advisory Committee meetings and contribute constructively to Committee discussions. Consider and discuss issues from a Citywide perspective, as well as that of particular stakeholders.
- ☒ Understand and articulate the Advisory Committee’s purpose, responsibilities, and work plan.
- ☒ Communicate and coordinate with the member’s constituent group to (a) represent the group’s perspective on key issues; and (b) convey information from the Advisory Committee back to stakeholders.
- ☒ Review and provide comments on draft plans and recommendations.
- ☒ Participate actively in the project’s community outreach planning and meetings.
- ☒ Provide feedback to the Advisory Committee co-chairs and staff on the Committee’s process and progress.

Advisory Committee Operating Principles

- ❑ **The Advisory Committee will operate by consensus.** All members' positions will be respected and considered, and the group will work collaboratively to reach consensus on recommendations. Consensus is defined as majority opinion, with the objective of achieving unity rather than unanimity.
- ❑ **The Advisory Committee will communicate questions, issues and suggestions to the project management team,** who will coordinate actions and responses among staff and the Committee's co-chairs.
- ❑ **Advisory Committee meetings will start and end on time.**
- ❑ **Meeting summaries will be prepared** following each meeting, summarizing the issues discussed and the decisions reached. A list of members present will be included in the meeting summary.
- ❑ **E-mail communication protocols.** E-mails should be used for logistics and coordination purposes, and to share agendas and materials in advance of Advisory Committee meetings. Substantive issues are best discussed in the meetings, rather than through e-mail dialogue.