

# ASPHN Collaboration Committee

## Work Plan

### August 1, 2013 – July 31, 2017

*This workplan aligns with ASPHN's goal of developing effective partnerships that further the priorities of the organization. These tasks align with the several strategies in the 2012 – 2017 ASPHN Strategic Plan:*

Strategy 2: Collaborate with partners – Action steps 12 – 23, 29 – 30.

Strategy 3: Advocate for policies, funding and programming that promote nutrition and physical activity – Action steps 36 and 41.

Strategy4: Develop and support the membership – Action steps 91 and 101.

#	Tasks	Timeline
<b>1</b>	Review ASPHN Strategic Plan for gaps in partnerships and other deliverables	Dec
<b>2</b>	Prepare and submit an annual work plan to the Board of Directors	Dec
<b>3</b>	Review potential partnerships	Ongoing
<b>4</b>	Conduct annual review of all existing partnerships. Evaluate communication between ASPHN and liaisons.	Sept-Nov
<b>5</b>	Offer specific opportunities for members to participate: <ul style="list-style-type: none"> <li>• Invite members to be a liaison to a collaborating organization</li> <li>• Invite members to join the committee</li> </ul>	Ongoing
<b>6</b>	Hold one to two liaison orientation calls each year <ul style="list-style-type: none"> <li>• Potential topic for next call: Liaison networking and sharing; effective communication; strategic plan</li> </ul>	Feb
<b>7</b>	Review the Partnership policy and recommend changes, if necessary	Jan
<b>8</b>	Revise and update new liaison packet	Jan
<b>9</b>	Share list of consultants' partnerships annually with Committee and Board	Jan

<b>10</b>	Promote recorded liaison training on key messages	Ongoing
<b>11</b>	<p>Develop liaison training session for 2014 Annual Meeting, for both existing and potential liaisons:</p> <ul style="list-style-type: none"> <li>• Inform all ASPHN members about the efforts of the Collaboration Committee</li> <li>• Educate ASPHN members about the function of partnerships</li> <li>• Review our current partnerships</li> <li>• Identify other organizations that ASPHN members are also members of in order to maintain a potential list of liaisons</li> <li>• Sponsor a session on effective communication skills</li> </ul> <p>Have a committee member serve on the Annual Meeting planning committee.</p>	Dec – June
<b>12</b>	<p>Identify strategically-important new groups for potential</p> <ul style="list-style-type: none"> <li>• collaboration (i.e. child care)</li> </ul>	Ongoing
<b>13</b>	Review partnership review checklists and revise as needed.	Dec
<b>14</b>	Review and update the Committee's webpage.	Quarterly
<b>15</b>	Prepare reports and submit to the Board of Directors.	Ongoing