

# Northern Community & School Recreation Coordinator Program



## Steering Committee Activity Form

The purpose of this form is to help steering committees and the NSCRD track the progress of each community/school's Steering Committee with respect to the NC&SRCP. We ask that a representative of the Steering Committee complete one of these forms **each** time the committee meets or engages in some sort of activity within the community. Please submit these forms to your Community Relations Coordinator. Thank you very much.

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Length (hours): \_\_\_\_\_

Community: \_\_\_\_\_ Chair Person: \_\_\_\_\_

# in Attendance: \_\_\_\_\_ # of Regrets \_\_\_\_\_ Guests: \_\_\_\_\_

### **Reporting Requirements** (please review Reporting Calendar):

- Annual Agreement (Sept. 30, Sup., CP, Emp.)
- Previous Year Final Stats (Sept.15, CSRC)
- CSRC Info Sheet (Sept., CSRC)
- Previous Year Financial Report (Oct. 31, Emp.)
- Mid Term Stats (Mar. 15, CSRC)
- Annual Program Plan & Budget Upcoming Year (May 30, CSRC)
- Annual Self Evaluation (May 30, Sup. CSRC, CP, Emp.)
- High Five Assessments x3 (Aug. 31, CSRC)

1) What was the purpose of the meeting/activity that your Steering Committee held?

2) What was the result of this meeting/activity?

3) How did this meeting/activity contribute towards enhancing Sport, Culture & Recreation in your community?

4) How has this meeting/activity benefited the steering committee?

5) What could improve this meeting/activity the next time?

### **Effective Meeting Checklist:**

- All members were contacted in advance to attend meeting
- NSCRD Community Relations Coordinator invited to attend
- An agenda was prepared and followed
- Action items from last meeting were discussed
- The Annual Program Plan was reviewed
- A budget and financial update was provided and reviewed
- CSRC provided a written report on past, current and upcoming programs (calendar)
- Refreshments were provided
- The meeting started and ended on time
- All members actively participated in meeting discussions
- Members had adequate information to make informed decisions
- Upcoming reporting deadlines and/or training dates reviewed
- A summary of the meeting and action steps were recorded and

### **Training Opportunities Noted:**

- Fall Orientation (Oct.)
- Winter HIGH FIVE ®
- Spring Training (May)
- CSRC Area Meetings x3
- Other