

Networking Group Implementation Calendar & Guide

Full Implementation: Beginning May 1, 2022

Implementation Calendar

Quarter	Activities
May-July	<ul style="list-style-type: none"> • Networking Group (NG) leaders introductions to CRTF recommendations • Assignment of NCACPA staff • FY22 Leadership Summit Event #1 • NG chairs to communicate with volunteers • Town Hall meeting to explain upcoming changes • Confirm current fiscal year events and activities
Aug-Oct	<ul style="list-style-type: none"> • Identify steering committee leaders • Develop roles and responsibilities for NG • FY22 Leadership Summit Event #2 • Draft FY 2022-23 action plan
Nov-Jan	<ul style="list-style-type: none"> • FY22 Leadership Summit Event #3 • FY 2022-23 budget request • Confirm steering committee leadership for NG • Recruitment of volunteers
Feb-April	<ul style="list-style-type: none"> • Recruitment of volunteers • Confirm FY 2022-23 action plan • FY23 Leadership Summit

Implementation Guide Overview

The following implementation guide provides additional details and clarity to each of the activities outlined in the Implementation Calendar. This implementation guide is to be used by all leaders and volunteers of Networking Groups (NGs), as well as the respective staff liaisons assigned.

May – July Activities

Networking Group Chair Introductions

- (May) The Networking Group (NG) Chairs will all be provided additional information on Committee Restructure Task Force’s (CRTF’s) efforts and recommendations. Special attention will be given to linking NCACPA’s revision of its mission/vision statements to the findings/recommendations from the CRTF.
- The objective is to provide background information ahead of Leadership Summit Event #1 to create enhanced engagement and conversation.

Assignment of NCACPA Staff to NGs

- (May) Each NG will be assigned the same lead NCACPA staff liaison to ensure there is consistency in process and collaboration on events where appropriate. In addition, each NG will

have 1-2 co-staff liaison(s) to assist the lead staff liaison. The role of the staff liaison is covered in greater detail within the Operating Procedures Manual.

Leadership Summit Series (Event #1)

- (June) As a part of Leadership Summit Series, NCACPA's program will include an overview of trends and themes in the market and the linkage to NCACPA's efforts and strategic direction. The program will then pivot into two key initiatives: Diversity, Equity & Inclusion and the committee restructuring.
- The objective is to provide additional discussion on the networking group transition plan and engage the volunteer leadership in conversation to identify additional issues, concerns, positives, etc., which will be used in discussions with committees and association-wide.

Networking Group Chairs to Communicate with Volunteers

- (June) Post Leadership Summit Event #1, NG chairs will be asked to set up a meeting before the end of June with their respective groups to provide them with an understanding of why, what, how and when the NG structure within NCACPA will be transitioning.
- The objective is to increase the awareness to all volunteers and address or compile frequently asked questions ahead of a town hall for leadership to address, and answer questions from, the volunteers.

Town Hall Meeting to Explain Upcoming Changes

- (June/July) Committee and NG chairs and volunteers will be invited to attend a Town Hall designed to reiterate key points of the committee restructure process and answer questions from committee and networking group volunteers derived from prior meetings.
- The objective is to provide clarification, explanations, and details, as necessary, to clear the path for effective change management in the committee/networking area.

Confirm current FY Events and Activities

- (June/July) The networking group will work to confirm their 2021-22 (FY22) events and activities.
- The objective is to begin the formulation of a draft action plan for the current year, which will be used in drafting an action plan for FY23.

August – October Activities

Identify Steering Committee Leaders

- (August/September) Each of the five networking groups (NGs) will be led by steering groups who will help create the annual calendar of events, coordinate logistics with NCACPA and seek feedback from volunteers.
- Leaders of the current networking groups will be brought together to help identify the steering group composition for FY23.

Develop Roles and Responsibilities for NG

- (August/September) The roles and responsibilities of the NG are outlined in the Operating Procedures Manual. The Committee will use this as its target through the transition phase in creating an action plan, activities and identifying volunteers.

Leadership Summit Series (Event #2)

- (September) As a part of the Leadership Summit Series, NCACPA's 2nd program will provide an update on the transition process, as well as discuss current benchmarks for committees and networking groups to achieve in the transition process:
 - 1) Draft of FY23 Action Plan
 - 2) Setting up steering committees
 - 3) Implementation plan for establishing term limits for NGs
- The objective is to focus a networking group's efforts in the most important areas to facilitate an efficient transition.

Draft FY23 Action Plan

- (September/October) Initial meetings of the FY23 steering committees should commence to begin discussions on plans for FY23, which will lead to the creation of a draft action plan, which is required under the new NG operating procedures. The action plan will be used for any budgetary requests, as well as to monitor the efficacy of the NG in achieving its strategic goals.
- An objective of this activity is to review and modify the mission statement of the NG to set the overall focus for the NG for FY23.

<h3>November – January Activities</h3>

Confirm NG Steering Committee leadership for Following Year

- (November-December) Networking Group (NG) Steering Committee leadership needs to be confirmed and finalized by the time the action plan is complete and submitted.

Recruitment of Volunteers

- (November-January) A key part of the NG volunteers is the ongoing recruitment of future NG volunteers across the State.
- The Operating Procedures manual provides clarification on the three parts of the process:
 - 1) volunteer qualifications
 - 2) solicitation of volunteers
 - 3) assignment/appointment of volunteers

FY23 Budget Request

- (January) As part of NCACPA's budget process, each NG will be asked to submit a budget request by January 31st for the subsequent fiscal year. Any changes or revisions to the budget request will be discussed between the Lead Staff Liaison and the NG Leader.

Leadership Summit Series (Event #3)

- (January) As a part of the Leadership Summit Series, NCACPA's 3rd program will provide an update on the transition process, as well as discuss current benchmarks for committees to achieve in the transition process:
 - 1) Identification of Resource and Networking Group leadership
 - 2) Recruitment of volunteers
 - 3) FY23 budget request
- The objective is to focus a committee's efforts in the most important areas to facilitate an efficient transition.

<h3>February – April Activities</h3>

Recruitment of Volunteers

- (February – April) Continued identification, solicitation, and recruitment of volunteers during this period, especially given the better understanding of needs for the NG (or associated Resource Group (RG)) given the scheduled events for the upcoming year.

Confirm/Submit FY23 Action Plan

- (February) As outlined in the Operating Procedures Manual, each NG will submit an action plan, which will be reviewed and monitored. The action plan will contain, amongst other things, the NG's mission statement for their overall focus for the year.

FY23 Leadership Summit

- (April/May) Planning has not begun for the FY23 Leadership Summit, but the committee to RG/NG transition will continue to be a significant strategic focus for NCACPA.