# Steering Committee Invitation Template

*Supports Step 1.3: Convene a Steering Committee*

*Use the template and follow the instructions below to create an invitation for your potential Steering Committee members. The template is designed to assist the project lead and core project team in drafting an invitation to potential steering committee members that will help them make an informed decision about their ability and desire to participate. The template includes several best practices for more equitable participation including offering flexible meeting formats and meeting times, providing childcare and refreshments, and sharing detailed information about the time commitment. Delete those that you do not plan to use. The Public Participation Supplement provides additional information and ideas for promoting equitable and accessible participation opportunities.*

Dear [NAME],

On behalf of [COMMUNITY, ORGANIZATION, DEPARTMENT], I’m pleased to invite you to serve on the [PLAN, PROJECT NAME] Steering Committee. The addition of your expertise, leadership and strong community connections would greatly enhances our ability to create and implement a responsive, equitable and actionable resilience plan for [COMMUNITY, NEIGHBORHOOD, ETC.].

The [PLAN, PROJECT NAME] Steering Committee will play a critical role in the planning effort. As a member, you can expect to:

* Attend and participate in regular meetings
* Guide plan development
* Share expertise and local knowledge related to key resilience topics
* Get the word out about the plan and opportunities to participate
* Plan, promote, and attend engagement events
* Champion the plan’s implementation, help identify resources, monitor plan progress and success over time, and regularly revisit the plan’s actions

Steering Committee members can anticipate dedicating approximately [XX] hours per month to resilience planning efforts, including a standing [MONTHLY, BIWEEKLY, WEEKLY] meeting. The [MONTHLY, BIWEEKLY, WEEKLY] standing meeting will alternate between meeting on [DAY/TIME 1] and [DAY/TIME 2] to better accommodate the various schedules of committee members. We also have a remote meeting option through [PLATFORM], if necessary.

To accept this invitation to serve, or if you have any questions or concerns, please reply to [CONTACT] at [CONTACT INFORMATION] by [RESPONSE DEADLINE]. If you want to participate but have challenges preventing you from serving in the role as described, please let us know. We will work with you to find a solution! We also understand if you’re not interested or able to participate at this time.

We look forward to your response and we thank you for your continued support and leadership in our community.

[INSERT CLOSING SALUTATION AND SIGNATURE]