

1.2.1 STEERING COMMITTEE COMPANION TEMPLATES – COMPLETED EXAMPLE

This completed example illustrates how a community might use the companion templates included with the Step-by-Step Guide to Creating a Steering Committee. It is provided for guidance only.

TEMPLATE 1: LEAD ORGANIZATION & CONVENER IDENTIFICATION (EXAMPLE)

Lead Organization: West River Public Health Department

Primary Convener / Coordinator: Jane Smith, Community Health Coordinator

Contact Information: jane.smith@rvphd.org | 605-888-1234

Administrative Support Available: ☒ Scheduling ☒ Communications ☒ Meeting space ☐ Documentation

TEMPLATE 2: STEERING COMMITTEE PURPOSE & SCOPE (EXAMPLE)

Purpose Statement:

To guide and coordinate community efforts to promote brain health, support caregivers, and advance dementia-friendly practices in River Valley.

Initial Scope (6–12 months): ☒ Community education and awareness ☒ Dementia-friendly practices ☒ Caregiver support ☐ Other

TEMPLATE 3: STEERING COMMITTEE ROLES (EXAMPLE)

Chair / Co-Chair: Director of Public Health

Coordinator / Facilitator: Community Health Coordinator

Community Engagement Lead: Library Director

Sata & Evaluation Lead: Area Agency on Aging Representative

Caregiver / Community Representative: Individual with lived experience

TEMPLATE 4: PARTNER RECRUITMENT TRACKING (EXAMPLE)

Sector	Organization	Contacted	Confirmed	Notes
Public Health	West River Public Health	Yes	Yes	Lead Agency
DHS LTSS	Dakota at Home	Yes	Yes	Caregiver expertise
Library	West River Public Library	Yes	Yes	Meeting Space
Health Care	Community Health Clinic	Yes	Pending	PCP Engagement

TEMPLATE 5: FIRST MEETING PLANNING (EXAMPLE)

Meeting Date: April 15, 2026 Time: 10:00–11:30 AM

Location / Platform: West River Public Library – Community Room

Agenda: ☒ Introductions ☒ Toolkit overview ☒ Community needs snapshot ☒ Roles & expectations ☒ Next steps

TEMPLATE 6: OPERATING NORMS & DECISION-MAKING (EXAMPLE)

Meeting Norms: ☒ Respectful communication ☒ Shared airtime ☒ Stay on agenda ☒ Confidentiality

Decision-Making Method: ☒ Consensus ☐ Majority ☐ Advisory

TEMPLATE 7: 6–12 MONTH WORK PLAN SNAPSHOT (EXAMPLE)

Priority Initiative: Brain Health Education Series

Lead: Public Health Department Timeline: May–October 2026

Key Partners: Library, DHS LTSS, Healthcare Clinic

Toolkit Tools Used: 8.1 Program Planning Worksheet; 3.2 Outreach Calendar; 8.5 Evaluation Template

TEMPLATE 8: COMMUNICATION & SUSTAINABILITY NOTES (EXAMPLE)

How updates will be shared: ☒ Email updates ☒ Steering committee meetings ☐ Newsletter ☒ Social media

Sustainability considerations: Integrate steering committee into existing community health coalition; seek local funding and in-kind support.