

1.2 STEERING COMMITTEE STEP-BY-STEP GUIDE – COMPANION TEMPLATES

These templates are designed to be used alongside the 1.1 Step-by-Step Guide to Creating a Steering Committee. They provide simple, fillable tools to support documentation, clarity, and follow-through.

TEMPLATE 1: LEAD ORGANIZATION & CONVENER IDENTIFICATION

Lead Organization: _____

Primary Convener / Coordinator: _____

Contact Information: _____

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

TEMPLATE 2: STEERING COMMITTEE PURPOSE & SCOPE

Purpose Statement (1–2 sentences):

Initial Scope (6–12 months): ☐ Education ☐ Dementia-friendly practices ☐ Caregiver support ☐ Other

TEMPLATE 3: STEERING COMMITTEE ROLES

Chair / Co-Chair: _____

Coordinator / Facilitator: _____

Community Engagement Lead: _____

Data & Evaluation Lead: _____

Caregiver / Community Representative: _____

TEMPLATE 4: PARTNER RECRUITMENT TRACKING

Sector	Organization	Contacted	Confirmed	Notes

TEMPLATE 5: FIRST MEETING PLANNING

Meeting Date: _____ Time: _____

Location / Platform: _____

Agenda: ☐ Introductions ☐ Priorities ☐ Roles ☐ Next steps

TEMPLATE 6: OPERATING NORMS & DECISION-MAKING

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

Decision-Making Method: ☐ Consensus ☐ Majority ☐ Advisory

TEMPLATE 7: 6–12 MONTH WORK PLAN SNAPSHOT

Priority Initiative: _____

Lead: _____ Timeline: _____

Toolkit Tools Used: _____

TEMPLATE 8: COMMUNICATION & SUSTAINABILITY NOTES

How updates will be shared: ☐ Email ☐ Meetings ☐ Newsletter ☐ Social media

Sustainability notes:
