

**ASPHN Collaboration Committee Work Plan
August 1, 2017 – July 31, 2018**

SP Goal: Expand and deepen collaborations that maximize opportunities to address ASPHN priorities.				
New SP Objective	2018 Strategies	2018 Tasks	Responsibility	Timeline
Administrative Tasks		Prepare and submit an annual work plan to the Board of Directors.	Committee and Consultant	Sept - Dec
		Prepare board reports and submit to the Board of Directors.	Committee Chair and Consultant	Monthly
		Review the Partnership policy and recommend changes, if necessary.	Committee	Jan
		Review partnership/collaboration list and revise as needed.	Committee	Quarterly
		Share list of consultants' partnerships annually with Committee and Board.	Consultant	Jan
		Review and update the Committee's webpage.	Consultant	Quarterly
	ADD 1. Increase the number of projects with existing partners from x to y.	1A) Maintain existing collaborations through more effective relationship management processes.*	Review ASPHN Strategic Plan for gaps in partnerships and other deliverables. (Relevant to both new and existing partnerships)	Consultant and Committee
Provide "gaps" report to ASPHN Board to include suggestions for new projects or new levels of engagement with current projects.			Consultant and Committee	April
Review Partnership (current) Review Documents as they are submitted by liaisons and identify opportunities to engage with partners (e.g., provide more ASPHN updates,			Committee	Ongoing
2. Create x# of new partnerships.	2A) Refine criteria for establishing new partnerships.	Identify strategically-important new groups for potential collaboration (i.e. child care).	Committee and Consultant	Ongoing
		Update documents to reflect LOC: 1) Existing Partnership Review, 2) New Partnership Review, 3) Partnership Policy	Committee and Consultant	Ongoing
	2B) Investigate emerging and innovative public health nutrition practices and identify prospective partners.	Create a document that uses ASPHN Key Messages specific to the CC to assist with conversations about potential collaboration (consider: adding points to the ASPHN Key Messages?)	Committee Volunteer	April 2018
		Review board reports and trainings (success stories) for opportunities to identify emerging issues/partnerships (DNPAO, other listservs, etc.)	Committee (volunteers) and Consultant	Ongoing
STRENGTHEN 3. Increase from x to y the number of partnerships	3A) Train on types of collaboration.	Hold 1 to 2 liaison update calls each year. Calls will be recorded. Note: Add aspects of what types of LOC as they relate to liaisons...	Committee Volunteer Lead	November/ June
		Liaison Ambassadors (CC members assigned to Liaisons) will	Liaison	December/

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functioning at level 3 or above on the level of collaboration scale ² .		review training call agendas, action items and liaison responsibilities within 1 month of calls and/or when a new liaison is identified.	Ambassadors	July
		All Liaisons will complete Partnership Reviews for all existing partners/collaborations.	Committee (assigned to Liaisons) Consultant	Jan
		Compile a baseline data document to reflect all current partnerships' LOC. Send baseline doc to Board.	Liaison Ambassadors	April
		Evaluate communication between ASPHN and liaisons.	Committee and Consultant	Ongoing
4. Increase the number of partners who report a high-quality relationship with ASPHN.	4A) Define, clarify and strengthen liaison work. 4B) Recognize collaborations to promote visibility and value of mission.	Revise and update new liaison packet.	Committee Volunteer	Jan
		Offer specific opportunities for members to participate: <ul style="list-style-type: none"> • Invite members to be a liaison to a collaborating organization. • Invite members to join committee. 	Committee	Ongoing
		Promote recorded liaison training on key messages.	Committee	Ongoing
		Create one-pager highlights of Collaborations. Work with PR to design; consider an award at ASPHN Meeting	Committee Volunteer Lead	May
<u>Additional Task that can impact all Goal Areas</u>		Annual Meeting Planning. Goal is to inform for both existing and potential liaisons. Goals: <ul style="list-style-type: none"> • Inform all ASPHN members about the efforts of the Collaboration Committee • Educate ASPHN members about the function of partnerships • Review our current partnerships • Identify other organizations that ASPHN members are also members of in order to maintain a potential list of liaisons • Sponsor a session on effective communication skills Have a committee member serve on the Annual Meeting planning committee.	Committee Volunteer	Dec – June
		THOUGHT: DEFINE COLLABORATIONS MORE STRUCTURALLY - DON'T LOSE THE ROLE VS. THE PERSON		