

ASPHN Collaboration Committee Work Plan
August 1, 2020 – July 31, 2021
 Updated Sept. 10, 2020

Note: Grey-shaded areas = strategies that are not a priority for the CC in 20-21 and/or is a task that already has movement

| SP Objective (2017 – 2022) | Strategies | 2020-21 Annual Tasks & Notes | Responsibility | Timeline |
|--|--|---|-------------------------------------|--|
| Administrative Tasks | | 1. Prepare and submit an annual work plan to the Board of Directors. | Co-Chairs, Committee and Consultant | Sept- Oct |
| | | 2. Prepare board reports and submit to the Board of Directors. | Committee Co-Chairs and Consultant | Monthly |
| | | 3. Review the Partnership policy and recommend changes, if necessary. | Committee | PRN |
| | | 4 Review partnership/collaboration list and update info as needed. | Consultant, Committee | Quarterly |
| | | 5.Share list of partnerships annually with Committee and Board. | Consultant | Mid-year & Annual Meeting |
| | | Review and update the Committee’s webpage. | Consultant | Quarterly |
| 2017 - 2022 ASPHN SP Objectives 1. Increase the number of activities and projects with partners from 29 to 33.# | 1A) Maintain existing collaborations through more effective relationship management processes. | Review ASPHN Strategic Plan Goals and <u>Current</u> Collaboration List for gaps in partnerships and other deliverables <i>(Will be PRN for 2020-21)</i> | Consultant and Committee | PRN |
| | | **Provide report to ASPHN Board to include suggestions for new projects and/or new levels of engagement with current projects. Workgroup # 1 | Consultant and Committee | At least Mid-year & PRN |
| | | **Review <i>Partnership Review Documents</i> as they are submitted by liaisons and identify opportunities to engage with partners. Compile partner info Create Summary Report | Committee, Co-Chairs, Consultant | Dec. - Jan Report due for mid-year Board Meeting |

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| | | <u>Workgroup # 1</u> | | |
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| 2. Create 3 new partnerships. | 2A) Refine criteria for establishing new partnerships. | Strategically identify new groups for potential collaboration that align with the mission and strategic goals of ASPHN | Committee and Consultant | Ongoing |
| | 2B) Investigate emerging and innovative public health nutrition practices and identify prospective partners. | **With ASPHN ED, review potential funding opportunities and make partnership recommendations if applicable. Focus on 2020-21 - AHA mini-grant <u>Workgroup #2</u> | Co-Chairs Consultant & Committee | Oct. 2020- July 2021 |
| | | Review board reports and trainings (success stories) to identify emerging issues/partnerships (Engage with NOPREN) | Committee and Consultant | Quarterly |
| STRENGTHEN 3. Increase the number of partnerships functioning at level 3 or above on the level of collaboration scale. | 3A) Train liaisons & members on types of collaboration. | **Hold 1 to 2 liaison update calls each year. Calls will be recorded. <u>Work Group # 3</u> | Committee Volunteer Lead | Jan/Feb & June |
| | | For new Liaisons: Review liaison responsibilities within 1 month of initial call and/or when a new liaison is identified. | Liaison Ambassadors | PRN |
| | | Liaisons will complete Partnership Reviews for all existing partners/collaborations by <u>First Friday in December</u> | Liaisons, Ambassadors | Dec. 4, 2020 |
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| <p>4. Increase the number of partners who report a high-quality relationship with ASPHN.</p> <p>Note: "high quality" is defined within the ASPHN Partners Survey.</p> | 4A) Define, clarify and strengthen liaison work. | Administer "Quality of Partnership" survey. Every other year. | Consultant | 2022 |
| | 4B) Recognize collaborations to promote visibility and value of mission. | ** Review and update new liaison packet as needed. Review communication processes between ASPHN and liaisons. (Will do this only if there are changes) | Co-Chairs, Committee Volunteer | PRN |
| | | **Offer specific opportunities for members to participate in the CC (See Annual Meeting Planning): | Committee | Ongoing |
| | | <ul style="list-style-type: none"> ● Invite members to be a liaison to a collaborating organization. ● Invite members to join the committee. <p>Work Group # 4</p> | | |
| **Develop recommendations for a process to recognize liaison work (may not be done every year) | Committee | Jan-June 2021 Or PRN | | |
| <u>Additional Tasks that can impact all Goal Areas</u> | | **Annual Meeting Planning. Purpose is to inform both existing and potential liaisons. Goals: | Committee Volunteers | Dec – June |
| | | <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 | | |

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| | <ul style="list-style-type: none"> ● Recruit committee members to serve on the ASPHN Annual Meeting planning committee. (As of 2020, a new presentation was created for this task) <p><u>Work Group # 4</u></p> | | |
| | | | |

- These projects are defined as related to partnerships:

T - True/Working Project is defined as a project that requires ongoing work on a specific product/project - convened for a specific product completion

A - Active Partnership is defined as an entity that ASPHN Liaison(s) meet with regularly that may have projects that ASPHN is involved with PRN.

** - Has an associated Work Group Work Plan