

**ASPHN Collaboration Committee Work Plan**  
**August 1, 2021 – July 31, 2022**  
 Updated Aug. 30<sup>th</sup>, 2021

**Notes for understanding shaded areas:**

**Grey-shaded areas = strategies that are not prioritized for the CC in 2021-22 (tasks will not be done)**

**Green shaded areas = Re-engaged tasks for the 2021-22 year**

SP Objective (2017 – 2022)	Strategies	2020-21 Annual Tasks & Notes	Responsibility	Timeline
<b>Administrative Tasks</b>		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	PRN
		5.Share list of partnerships annually with Committee and Board.	Consultant	Mid-year & Annual Meeting
		Review and update the Committee's webpage.	Consultant	Quarterly
	<b>2017 - 2022 ASPHN SP Objectives</b> 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.	Consultant and Committee
Provide report to ASPHN Board to include suggestions for new projects and/or new levels of engagement with current projects.			Consultant and Committee	At least Mid-year & PRN
Review <i>Partnership Review Documents</i> as they are submitted by			Committee, Co-Chairs,	Dec. - Jan

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		liaisons and identify opportunities to engage with partners. <ul style="list-style-type: none"> <li>• Compile partner info</li> <li>• Create Summary Report</li> </ul> <b>Workgroup # 1</b>	Consultant	Report due for mid-year Board Meeting
2. Create 3 new partnerships.	2A) Refine criteria for establishing new partnerships.  2B) Investigate emerging and innovative public health nutrition practices and identify prospective partners.	Strategically identify new groups for potential collaboration that align with the mission and strategic goals of ASPHN	Committee and Consultant	Ongoing
		With ASPHN ED, review potential funding or collaborative opportunities and make partnership recommendations if applicable. <ul style="list-style-type: none"> <li>• Focus on 2021-22 - AHA mini-grant</li> <li>• NFVCC</li> </ul> <b>Workgroup #2</b>	Co-Chairs Consultant & Committee	Oct. 2020- July 2021
		Review board reports and trainings (success stories) to identify emerging issues/partnerships	Committee and Consultant	Quarterly
<b>STRENGTHEN</b> 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. <b>Work Group # 3</b>	Committee Volunteer Lead	Jan/Feb & June
For new Liaisons: Review liaison responsibilities with new recruits 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>	<p>4A) Define, clarify and strengthen liaison work.</p> <p>4B) Recognize collaborations to promote visibility and value of mission.</p>	<p>Administer "Quality of Partnership" survey or other form of qualitative review.</p>	Consultant	2022
		<p>Review and update new liaison packet as needed.</p> <p>Review communication processes between ASPHN and liaisons.</p> <ul style="list-style-type: none"> <li>Potentially include/create a liaison "Frequent Q &amp; A" document.</li> </ul>	Consultant, with review by Co-Chair Committee Volunteer	PRN
		<p>Offer specific opportunities for members to participate in the CC. Invite members to be a liaison to a collaborating organization PRN.</p> <ul style="list-style-type: none"> <li>Invite members to join the committee.</li> </ul> <p><b>Work Group # 4</b></p>	Committee	Ongoing
		<p>Develop recommendations for a process to recognize liaison work (may not be done every year)</p>	Committee	Jan-June 2021 Or PRN
<p><u>Additional Tasks that can impact all Goal Areas</u></p>		<p>Annual Meeting Planning Committee</p> <ul style="list-style-type: none"> <li>Recruit committee members to serve on the ASPHN Annual Meeting planning committee.</li> </ul> <p>Annual Meeting &amp; Collaboration Committee</p>	Committee Volunteers	Dec – June

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	<p>Purpose is to inform both existing and potential CC members and liaisons about partnerships and the work of the CC.</p> <ul style="list-style-type: none"> <li>● Inform all ASPHN members about the efforts of the Collaboration Committee</li> <li>● Educate ASPHN members about the function of partnerships</li> </ul> <p><b><u>Work Group # 5</u></b></p> <p>Other: Transition Planning and Process for 2022-23 Co-Chair</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.