

**ASPHN Collaboration Committee Work Plan Final**  
**August 1, 2022 – July 31, 2023**  
Updated Oct. 2022

**Notes for understanding shaded areas:**

**gray-shaded areas = strategies that are not prioritized for the CC in 2022-23 (tasks will not be done)**

SP Objective (2017 – 2022)	Strategies	2020-21 Annual Tasks & Notes	Responsibility	Timeline	Progress
<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.	Co-Chairs and Consultant	Monthly	
		3. Review the Partnership policy and recommend changes, if necessary.	Committee	Update in 2022-23	
		4 Review partnership/collaboration list and update info as needed and share the list of partnerships bi-annually with Committee and Board.	Consultant, Committee	PRN	
		Review and update the Committee's webpage.	Consultant	Quarterly	
<b>2017 - 2022 ASPHN SP Objectives</b> <b>1. Increase the number of activities and projects with partners from 29 to 33.#</b>	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	wait for new strategic plan	
		Provide report to ASPHN Board to include suggestions for new projects and/or new levels of engagement with current projects.	Consultant and Committee	wait for new strategic plan	
		Review <i>Partnership Documents</i> as they are submitted by 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>	Committee, Chair & Consultant	Dec. - Jan Report due for mid-year Board Meeting	

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		<ul style="list-style-type: none"> <li>• ? 5 year Summary Report?</li> </ul> <p><b>Workgroup # 1</b></p>			
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 <b>Workgroup #2</b>	Committee, Chair & Consultant	.Ongoing	
		<ul style="list-style-type: none"> <li>• Coop. Extension &amp; Walk Challenge</li> <li>• CSPI</li> <li>• Other?</li> </ul>			
		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, Chair & Consultant	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	
		Assist Liaisons PRN to complete Partnership Reviews for all existing partners/collaborations by <u>First Friday in December</u>	Liaisons, Ambassadors	Dec. 2. 2022	
		Review and update new liaison packet as needed.	Consultant	PRN	
4. Increase the number of partners who report a high-	4A) Define, clarify and strengthen liaison work.	Administer "Quality of Partnership" survey or other form of qualitative review.	Consultant	NA	

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<p>quality relationship with ASPHN.</p> <p>Note: "high quality" is defined within the ASPHN Partners Survey.</p>	<p>4B) Recognize collaborations to promote visibility and value of mission.</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>	<p>Consultant, with review by Co-Chair Committee Volunteer</p>	<p>PRN</p>	
		<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>All Committee</b></p>	<p>Ongoing</p>	
		<p>Develop recommendations for a process to recognize liaison work (may not be done every year)</p> <p><b><u>Work Group # 4</u></b></p>	<p>Committee, Chair &amp; Consultant</p>	<p>Jan-June 2023 Or PRN</p>	
<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>At least <u>ONE Committee member</u> to serve on the ASPHN Annual Meeting planning committee.</li> </ul> <p>Annual Meeting &amp; Collaboration Committee <b><u>Work Group # 4</u></b> Purpose to inform both existing and potential CC members and liaisons about partnerships and the work of the CC.</p>	<p>Committee Volunteers</p>	<p>Dec – June</p>	<p>See above - Work Group #4.</p>

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	<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>			