

# Northern Community & School Recreation Coordinator Program



## Steering Committee Function Checklist

1 - No / Minimal    2 - Somewhat / Developing    3 - Yes / Productive				
Steering Committee Roles & Activities	Example(s)	Suggested Action(s)	Rating	Average
<b>Determine membership, operation and structure of Steering Committee.</b>				
Appointed a SC Chairperson				
Membership from Community Partner Organizations				
Membership from Community Members				
Membership from Youth				
SC members understand their role and contributions				
<b>Oversee the recruitment, hiring and retention of a Community &amp; School Recreation Coordinator (CSRC).</b>				
SC involved in selection of CSRC				
SC involved in formal evaluation of CSRC				
SC support of CSRC professional development apart from NC&SRCP trainings				
<b>Advise, communicate, support and work with the Community &amp; School Recreation Coordinator (CSRC).</b>				
SC involvement in CSRC programs (volunteer, partnership, etc)				
SC attendance at NC&SRCP trainings				
CSRC has adequate office space and equipment				
<b>Establish a regular meeting schedule.</b>				
Regular SC meetings take place				
NSCRD Staff invitation to SC meetings				
Consistency in members attending meetings				
Meeting agenda created and notes recorded				
CSRC provides a report to SC during meetings				
Refreshments provided, meetings held in a comfortable space				

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<b>Identify and plan based on local needs, priority target groups and gaps in community based programs through a variety of means.</b>				
Completion of a formal Community Needs Assessment activities and/or processes				
Variety of methods of communication and promotion of programs				
<b>Provide input into a community-based NC&amp;SRCP Annual Program Plan. Monitor and evaluate the progress of the plan and provide ongoing direction, support and intervention if required.</b>				
Completion of an Annual Program Plan using a planning process or facilitated workshop				
Review of Annual Program Plan at regular meetings				
Formal evaluations completed on major programs and events				
<b>Ensure the adherence to program reporting requirements, purpose and objectives of the program.</b>				
Joint collaboration, completion and review of reports to be submitted				
Reports submitted to NSCRD on time				
<b>Approve the budget and expense of funds in accordance with the expenditure guidelines, Annual Program Plan and community needs.</b>				
Budget/ Financial status reviewed at regular meetings				
Steering Committee is aware of eligible and ineligible expenses for the grant				
Steering Committee engaged in budget expenditure decisions				
Funds expended on programs outlined in the Annual Program Plan				
Full expenditure of the NC&SRCP grant				
<b>OVERALL AVERAGE</b>				