

Plan Your Work  
and  
Work Your Plan

**Main Street Collierville  
Annual Board Planning Meeting  
February 4, 2003**

## **Development of an Annual Work Plan**

**A work plan is one of the board's best tools for managing both the program's projects and its budget. At the beginning of every year, the board should require each committee to develop a work plan and submit it to the board for approval.**

**In the annual plan of work, committees should not list the executive director/staff or the entire committee as the volunteer leader for a project. The executive director's role is facilitation and coordination, not implementation. Each project/committee needs a volunteer who accepts individual responsibility for it. If no one agrees to be responsible for a project, the project should not be on the work plan because it will not happen; the committee will become frustrated; and the organization will lose its reputation for doing what it says it will do. However, the project/committee could be included on a committee "wish list" for future projects.**

**The board should be sure that a committee chair understand which can be funded, which cannot and which will require special fund-raising efforts.**

Please complete the following questions and bring to the annual board planning meeting.

1. What is our practical vision for the next 1-3 years?

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2. What would you propose as future accomplishments of Main Street Collierville?

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3. What challenges do we face in order to accomplish our vision and mission statement?

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4. List three businesses to be recruited to locate in our historic district.

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5. What tasks should we undertake in calendar year 2003?

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6. List three new funding sources we should tap?

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7. "Wish list" for future projects/events--list three "fresh" new ideas.

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8. Which area of the Main Street Four-Point approach is most important?  
(Rank 1 - 4, 1 being top priority.)

- Design \_\_\_\_\_
- Economic Restructuring \_\_\_\_\_
- Promotion \_\_\_\_\_
- Organization \_\_\_\_\_

9. Please indicate your commitment to one of the following standing committees:

- Community Awareness \_\_\_\_\_
- Finance \_\_\_\_\_
- Membership \_\_\_\_\_
- Tourism \_\_\_\_\_
- Volunteers \_\_\_\_\_
- Business Recruitment/Retention \_\_\_\_\_

10. Please indicate which event you plan to assist with?

- Sunset on the Square (June-July) \_\_\_\_\_
- Partners in Preservation Party (Sept.) \_\_\_\_\_
- Out to Lunch (October) \_\_\_\_\_
- Christmas in Collierville (December) \_\_\_\_\_
- Civil War Days in Collierville (March) \_\_\_\_\_