**Mass Care and Shelter Planning Process**

**Participant Roles**

**Planning Advisory Team**

This team has been formed and will manage the planning process and support the task forces. The Planning Advisory Team will be responsible for the following:

* Schedule and facilitate quarterly meetings of all task force leads
* Provide guidance, resources, templates, and training to task forces
* Track progress and gather data and input from the task forces
* Assemble and format plan drafts
* Assist with communications and facilitation among the task forces
* Act as problem solvers/ solution finders/ bridge builders for the planning project

**Task Force Leads**

Estimated time commitment is 8 to 12 hours per month averaged over the 2 year planning period. Task Force Leads will be responsible for the following:

* Organize and facilitate task force meetings to accomplish planning process tasks
* Seek additional stakeholder participation or subject matter expertise as needed
* Coordinate assignments among the task force members
* Ensure documentation of the meetings (i.e. actions taken/decisions made, resources needed)
* Ensure input from meetings is incorporated into provided planning document templates
* Attend and provide status update briefs at quarterly task force lead meetings
* Report back to home organization and partners to keep them in the loop

**Task Force Member**

Estimated time commitment 4 to 6 hours per month averaged over the 2 year planning period. Planning process roles of Task Force Members include the following:

* Active participation at task force meetings
* Work on assignments as needed in between meetings
* Assist the Task Force Lead with meeting documentation and completing plan templates
* Representation of home organization and reporting back to home organization

**Subject Matter Experts**

Estimated time commitment will vary based on subject matter needs. Planning process roles of subject matter experts who are not task force members include the following:

* Attendance at task force meetings as requested
* Provide research and guidance/feedback to Planning Advisory Team and Task Force Leads
* Reach out to relevant organizations and agencies to increase awareness about the planning work underway and obtain specific information for plan development
* Review and share the draft plan with other relevant subject matter experts and provide feedback