

Collaborative Stewardship Starter & Builder Kit

*Example: Collaborative Coordinator Annual Work Plan**

*Note: This example was shared by a coordinator of a newly forming collaborative, work plans will vary greatly depending on the group’s maturity level, scope, and more.

Goal	Responsibilities	Activities	Outcomes	Timeline
Network Coordination, Governance & Processes	Coordinate network activities to achieve its purpose and goals.	Develop and maintain processes for effective decision-making and governance	Develop standard agenda and workflow plan for Steering Committee meetings	Fall 25
		Act as point of contact for collaborative communication and information dissemination	Share information provided by members internally (subgroup outcomes)	Ongoing
		Manage a calendar of meetings, events, and project milestones	Implement shared calendar: meetings, subgroup meetings, events	Fall/Winter 25
		Support new member outreach and onboarding.	New member packet / list of potential new members	
		Facilitate connections among network participants	Quarterly meeting follow-up documentation (short summary)	Ongoing
	Identify emergent themes and possible pathways to implement new ideas.			
		Track emergent themes during Steering Committee and quarterly meetings, keeps running list of emergent themes	2x year list of emergent themes to Steering Committee	Fall 25- Spring 26

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Goal	Responsibilities	Activities	Outcomes	Timeline
	Executive Committee	Facilitation and engagement of Exec. Committee	Make connections between Exec. Committee and other regional networks	2026
Steering Committee Coordination & Support	Coordinates and facilitates bi-monthly (every other month) Steering Committee meetings	Prepare/coordinate meeting agendas and materials, as needed	Steering Committee materials (agendas and associated documents) are kept up to date and organized	Ongoing
		Conduct meeting prework and attendee liaising to ensure productive conversations	Develop Steering Committee agenda in collaboration with chairs; share with Steering Committee and solicit feedback	Ongoing
		Track and follow up on action items	Develop action item list / project mgmt. plan / calendar (ongoing line item in agenda)	Ongoing
		Provide logistical support	Scheduling, location, refreshments, AV	Ongoing
		Coordinate with invited speakers and consultants		Ongoing
		Create and disseminate materials and products to support Steering Committee decisions and action items based on meeting outcomes	Ongoing examples: charter	Ongoing
		Tracks goals and prioritized actions, and helps move strategies forward as needed		Develop annual project mgmt. timeline in accordance with strategic plan if needed
Subcommittee Liaison & Support	Subgroup attendance and support	Attend subcommittee meetings and supports notetaking and tracking action items and decisions in partnership with subcommittee leads	Subgroup admin framework	Complete
	Uses their understanding of the priority subcommittees' work to act as the connective tissue among subcommittees and the Steering Committee	Identify areas of overlap, information gaps, and other unmet needs and then communicating those to Priority subcommittee leads and the Steering Committee as appropriate	Line item update in Steering Committee meeting agenda (every other meeting); invite stewardship staff to participate	In process

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Goal	Responsibilities	Activities	Outcomes	Timeline
	Ecological Health Assessment project support	Assist with the coordination and development of the second edition of report	Attend meetings, support as described other subgroups, facilitate connections between smaller orgs, high level support	
	Subgroup meetings	Encourage subgroups to meet; support them with process mgmt.	Initiate subgroup meetings	Feb-26
Peer Exchange, Relationships & Connectivity	Builds and maintains relationships among collaborative members	Establish and reinforce group norms and facilitate conflict resolution	Facilitate discussions to resolve conflicts, promote shared understanding and seek multi-benefit solutions; and ensures that connections across the collaborative are healthy and strengthened	Ongoing
		Foster peer exchange and learning between members	Coordinate periodic site tours and other special meetings logistics as needed	2026
		Help identify ways to improve the collaborative's evolving processes, structure, methods, meeting frequency/composition, etc.	Develop structure/process/methods list or document to track ideas	
		Identify opportunities for events, recognition/gratitude, celebrating and promoting success internally and externally	Public facing comms--press releases, newsletter updates, etc.	
		Support collaborative's public facing events and outreach	Deliver presentations representing the collaborative to professional audiences, stakeholders, partners, conferences, and the broader community	Not begun

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Goal	Responsibilities	Activities	Outcomes	Timeline
Communications, Fundraising & Information Management	Works with collaborative members to support communication and outreach activities		Web subgroup support	In progress
	Supports fundraising efforts and assists with grant preparation and submission asneeded		Support development of fundraising subgroup and communications subgroup	2026
		Manage contact databases, agreements, and document storage systems	SharePoint organization	Fall 25, ongoing
	Maintains website content (once website is developed)		Update existing text and images; not responsible for implementing structural web changes	Ongoing
Budget, Contract, Reimbursement Management				
	Tracks budget allocations and manages reimbursement requests	Chair fundraising subgroup	Subgroup launched and active	In progress
	Manages contracts and grants, assigned	Polish and submit funding proposals	RPP project list, request to fund consultant support	In progress

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