

Member/Patient Advisory Council

TASK LIST

Task	Due Date	Responsible
Chartering		
Develop proposal		
Obtain proposal acceptance from leadership		
Identify Core Planning Group		
Charter Core Planning Group		
Recruitment		
Develop Advisor recruitment plan, including list of contacts for referrals		
Develop recruitment memo, recruitment application, and Advisor selection criteria		
Obtain approvals for recruitment memo, recruitment application		
Develop interview questions		
Finalize interview questions		
Start recruitment process		
Identify and recruit KP staff members of Regional Member Advisory Council		
Review applications and as appropriate discuss with referring source		
Select individuals to interview		
Complete candidate interviews		
Follow up with candidates and referrals for individuals selected and not selected		
Communications		
Develop Phase I/internal Communication Plan		
Finalize Phase I/internal Communication Plan		
Develop branding for communication		
Finalize branding for communications		
Develop Phase II/external Communication Plan		
Finalize Phase II/external Communication Plan		
Implement Phase I/internal Communication Plan		
First Committee Meeting		
Develop and approve orientation plan		
Identify date for first meeting		
Develop invitation, agenda, and template straw charter for first meeting		
Core Planning Group approve straw charter		
Set meeting logistics e.g. room, phone, meal, materials		
Hold Advisor orientation		
Hold First Meeting		