

# **PROPOSAL FOR LPNA PRIORITY PLAN IMPLEMENTATION COMMITTEE**

The LPNA Implementation Committee will be responsible for developing and initiating a process to implement the Priority Plan adopted by LPNA on 3/20/19. This committee will report to the LPNA Board of Directors. The committee shall be comprised of LPNA board members and volunteers. The committee will follow these guidelines:

1. The Committee will meet at least monthly. Meetings will be public. The meeting dates will be posted in the LPNA Newsletter and email updates.
2. The Committee will submit monthly progress reports to the LPNA Board.
3. The Committee will review requests for expenditures over \$5,000 and forward to the LPNA Board for approval.
4. The Committee is empowered to approve requests for expenditures under \$5,000 for projects listed on the Priority Plan as adopted on March 20, 2019. Any such expenditures are contingent upon cashflow and shall require pre-authorization by the LPNA treasurer. The Treasurer will report all such approved expenditures to the LPNA Board via email within 24 hours of approval.
5. Any Ideas presented to the Implementation Committee not specifically listed in the current Plan but fitting within the general Priority categories will be brought to the LPNA board for discussion and vote. Any Ideas not within the Priority categories are outside the scope of the Implementation Committee and will be directed to the LPNA Board and/or for presentation at the next General Meeting.

## **IMPLEMENTATION COMMITTEE DUTIES:**

1. The Implementation Committee shall develop an Action Plan Form for each Project Idea. The original idea proposers will be asked to develop the Action Plan and Budget by a set deadline. LPNA staff, committee and board members shall provide assistance as requested to develop the Action Plans and budgets.
  - a. Action Plans shall identify project leads, possible grants and relevant contacts.
2. Committee has the authority to request further information and project development from the project lead person and/or make assignments to LPNA Director and/or committee members to conduct research and verification of information.
3. Committee will review and prioritize Action Plans based on feasibility, capacity and budget. The Committee will 'greenlight' fully developed projects in a timely fashion.
4. Committee will develop a timeline to follow during the first meeting and report this to the LPNA Board.
5. The goal of the Committee is to contract the allocated funds by 12/31/2020.