



DATE: \_\_\_\_\_

## DISTRICT 60B FORWARD CLUB FORWARD TEAM CONTACT FORM

**CLUB NAME:** \_\_\_\_\_

POSITION	NAME	CONTACT NUMBER	EMAIL ADDRESS
President - Chairman			
Immediate Past President			
1 <sup>st</sup> Vice President			
2 <sup>nd</sup> Vice President			
Membership Director			
LCIF Coordinator			
Global Action Team			

### **CLUB FORWARD TEAM RESPONSIBILITIES**

1. Conduct Club Risk Assessment
2. Plan a Club retreat to identify areas of focus and strategic initiatives for long-term development
3. Work closely with your Zone Chairperson to identify and adopt immediate interventions to address risks to club health
4. Evaluate club assessment data and identify the most relevant of the nine strategic areas of focus for your club
5. Develop a short-term action plan based on immediate interventions needed and a long-term action plan for forward planning initiatives.
6. Each action plan should reflect goals, objectives, projects, action items, work teams, plan phases, timelines, progress reporting, etc.
7. Assign tasks and projects to work teams to achieve action plan goals.
8. Implement your plans and monitor its execution closely.
9. Conduct progress reviews, make reports and adjust plans as needed.
10. Prepare hand over documents to subsequent administration.