

## Planning Retreat Description

### Goals of the Retreat

The Local Network Planning Retreat is designed to achieve the following goals:

- To produce a local network plan that will deliver strong value to members.
- To encourage an environment of collaboration within the network, among local networks and with other industry groups.
- To engage active and interested members in the work of the local network and deepen their experience with Women's Council.
- To demonstrate the mission of the State Network to support the success and effectiveness of the local networks.
- To provide continued skill building and leadership growth opportunities for State Network leaders or others who will support the local network planning effort.

### Roles and Participation at the Retreat

The State Network can play a range of roles depending on the wishes of the Local Network:

- Guide and support the Local Network leaders in planning a retreat
- Attend the retreat and offer ideas and support on-site
- Facilitate or co-facilitate the retreat\*\*

The following should be invited to participate in the Retreat:

- Local Network Governing Board members
- Project Team leaders, members, and other active volunteers
- Members interested in becoming more involved
- Members the network leadership wants to cultivate for involvement and future leadership
- Strategic Partners and National Affiliates

Roles at the Retreat include:

*Network Incoming President.* Preside at the Retreat. Introduce the facilitator(s). Encourage participation and discussion. Commit to implementation of the resulting network plan.

*Facilitator(s)\*\*.* Run the planning process, ensuring on-time completion of the agenda. Create an environment for open discussion, idea sharing. Manage group dynamics. Document decisions on-site. Provide encouragement and inspiration, stressing the value of the network in serving the members, the industry and the community.

*Local Network Leadership Team and Governing Board Members.* Participate actively in the process. Encourage other members to contribute and engage. Commit to implementation of the resulting network plan.

\*\*Retreat Facilitation. Possible State Network facilitators could include the State Liaison (and/or District Vice Presidents), other member of the State Network Leadership Team, a State Network Past President or other member who has facilitation experience. If the

retreat is facilitated from within the Local Network, it is *not* recommended that the Local Network President or any member of the Local Leadership Team facilitate the retreat. It is important that these leaders participate in, but not direct, the discussion. Local past leaders or other members who have facilitation experience can be asked to facilitate.

**Logistics**

*Timeframe.* 4 hours – 6 hours

*Suggested Room Set-up.* Roundtables with chairs set crescent style (fronts of tables open) for no more than 7 participants. Facilitator supply table for material and notes. LCD projector and screen. One easel with a full flip chart pad. Wall space to post flip chart sheets.

**Pre-Retreat Communication (‘planning to plan’)**

Facilitators should make contact with the local network president-elect ahead of the Retreat to cover the following:

- Retreat goals and agenda
- Participation – who should be invited
- Retreat roles
- Materials to be provided; materials local network should have at the Retreat
- Meeting logistics (time, location, set-up needs, breaks, food/beverage)
- Discuss with local network President-elect their personal view of network needs, challenges, opportunities, possible priorities, etc.
- Discuss how local network President-elect wants to handle the “plan implementation” section of the agenda (work plans, member sign up, etc.) and adjust accordingly
- Request (if don’t have already) the following local network materials to help facilitator(s) prepare
  - Bylaws
  - Policies and Procedures
  - Job Descriptions
  - Organization Chart
  - Roster of Governing Board members
  - Latest Annual Report
  - Budget
  - Annual Calendar
  - Membership statistics/trends
  - Examples of recent industry events and networking/other events
  - Other?

**Suggested Local Network Planning Retreat Outline**

<p><b>INTRODUCTION</b> <i>5 minutes</i></p>	<p><i>Welcome</i> [Local Network President-elect]</p> <ul style="list-style-type: none"> <li>● Welcome</li> <li>● Review Retreat purpose, groundrules and format</li> <li>● Introduction of Facilitator(s)</li> </ul>
<p><i>20 minutes</i></p>	<p><i>Warm-up Activity</i> [Facilitator]</p> <ul style="list-style-type: none"> <li>● Opening icebreaker activity</li> </ul>
<p><b>ORIENTATION</b></p>	<p><i>Overview of Women’s Council</i> [Facilitator]</p> <ul style="list-style-type: none"> <li>● Who are we?</li> </ul>

<p>10 minutes</p>	<ul style="list-style-type: none"> <li>○ Women’s Council mission, vision and values</li> <li>● Where do we fit in? <ul style="list-style-type: none"> <li>○ Council structure – local-state-national</li> <li>○ State purpose and support role</li> </ul> </li> </ul>
<p><b>PLANNING PROCESS - STEP 1: GOAL SETTING</b> 45 minutes</p> <p><b>BREAK</b> 15 minutes</p> <p><b>STEP 2: BRAINSTORMING</b> 105 minutes</p> <p><b>STEP 3: PLAN IMPLEMENTATION</b> 35 minutes</p>	<ul style="list-style-type: none"> <li>● How do we operate at the local level? <ul style="list-style-type: none"> <li>○ Facts about Council networks</li> <li>○ Structure and leadership/involvement opportunities</li> </ul> </li> </ul> <p><i>Planning Process</i> [Facilitator]</p> <ul style="list-style-type: none"> <li>● Local Network Business Plan structure (use as frame for the Plan)</li> <li>● Review of planning steps to be taken</li> </ul> <p><i>Step 1: Goal Setting</i> [Facilitator and Table Moderators]</p> <ul style="list-style-type: none"> <li>● What makes a good goal (SMART goal definition)</li> <li>● Goal setting activity (break group up into different topic areas such as programming, communication, external relations, member networking, etc.)</li> <li>● Groups report out goals</li> <li>● Discussion/agreement</li> </ul> <p><i>Step 2: Brainstorming to Achieve Goals</i> [Facilitator and Table Moderators]</p> <ul style="list-style-type: none"> <li>● Set brainstorming groundrules</li> <li>● Review current activities of the Network and where possible improvements may be needed for the coming year</li> <li>● Brainstorming activity (break into topical groups, each taking a key goal the group agreed to; consider how to build upon the current Network activities Network, address improvements and add ideas)</li> <li>● Groups report out strategies; discussion/agreement</li> <li>● Prioritizing: top priorities for the coming year</li> </ul> <p><i>Step 3: Plan Implementation</i></p> <p><u>Tools and Resources</u> [Facilitator]</p> <ul style="list-style-type: none"> <li>● Highlight tools and resources available to support priorities chosen</li> </ul> <p><u>Plan Assignments</u> [Facilitator and Local Network President-elect]</p> <ul style="list-style-type: none"> <li>● Identify project teams needed and assign priorities to the Governing Board, Project Teams or others as appropriate</li> <li>● Set expectations on when these groups will come back to the Governing Board with a work plan, key deadlines, resources needed, etc. to accomplish their task</li> <li>● Ask members present to sign up based on their interests</li> </ul> <p><i>Retreat Close</i> [Local Network President-elect]</p> <ul style="list-style-type: none"> <li>● Thank everyone for their commitment to the Local Network</li> </ul>

<b>RETREAT CLOSE</b> <i>5 minutes</i>	<ul style="list-style-type: none"><li>● Challenge to action!</li></ul> <p><i>Note:</i> This outline is set for 4 hours. If more time is given, expand the goal setting step and add time to the brainstorming step in order to more fully address the topics included and to brainstorming ideas for other goals that were considered a priority for the network.</p>
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