

December 2007 Review of Strategic Plan for Administration of the RCA Forum

Process Perspective	Strategic initiatives	Achievement	07-09 Strategic Initiatives
Organise and administer RCA Forum	<ul style="list-style-type: none"> • Enhance protocols for setting the Forum agenda eg themes,/invitation letters • conference participation • 80+ attendees at each Forum 	<ul style="list-style-type: none"> • 2 x letters to Mayors and council CEs • Co-ordinated approach to developing agenda -colour coding of convenor areas. • Convenors responsible for providing their agenda items • Executive approval of agenda and further input if required • Delivered a series of three interchangeable promotional display stands • Generally between 70-90 attendees but not specifically representatives from each council 	<ul style="list-style-type: none"> • Encourage more input to the agenda from convenors and Forum members – further promotion thru website, directly to members and feedback on agenda content from members • Increase promotional participation at appropriate conference/seminars and workshops • Develop further promotional collateral eg flyer/brochure – budget dependent • Further letter to Mayors and council CEs first week Feb 08 – to include succession planning, new targets, networking forum, exchange of information
Disseminate results	<ul style="list-style-type: none"> • Develop a website strategy 	<ul style="list-style-type: none"> • Stand alone website established April 07 	<ul style="list-style-type: none"> • Continue to upgrade the website through the Service Level Agreement – no extra cost required. • Review further development of website - interactive areas are dependent on budget availability