Developing a Community Sustainability Vision

Tool Kit - Module 1

PHASE

1

ACTION ITEM 1

Community Identifies a Sustainability Visioning "Champion" / Leader

Key Task 1:   *Define the Role and Responsibilities of the "Champion" / Leader*

Key Task 2:   *Identify a Community Sustainability Visioning "Champion" / Leader*

1 KEY TASK

Define the Role & Responsibilities of the "Champion" / Leader

Objective	»	*To clearly outline the roles and responsibilities of the individual who will champion the community Sustainability Visioning exercise throughout the course of its life.*
Overall Responsibility	»	**Community Lead Organization**

Activities

» With the knowledge of the requirements of the sustainability visioning exercise, develop a list which notes the key requirements of the "Champion" / Leader. Items on this list could include:

- An interest in sustainability visioning and / or in sustainability concerns related to the community;
- Available time to help guide the visioning exercise;
- Previous experience guiding similar initiatives:
- Proven project management skills;
- Proven time and budget management skills;
- Respected within the community;
- Background developing Requests for Proposals and managing consultants;
- Knowledge of the community which can be used to inform the visioning exercise; and
- Commitment to the community.

» Define the "Champion" / Leader's role and responsibilities and indicate the level of effort associated with this undertaking.

» Review and confirm the list of requirements along with the role and responsibilities with interested parties within the community.

» Address all input and finalize the list of requirements, roles, and responsibilities.

Defining the Role of the Community Sustainability Visioning "Champion"

- Function as the visioning exercise's "cheerleader";

- Obtain the necessary resources (i.e. human, financial, material) to ensure that the exercise can be successfully undertaken;

- Provide high-level guidance throughout the life of the sustainability visioning exercise;

- Undertake project and budget management responsibilities to ensure that milestones are met in the most effective and efficient manner possible;

- Identify a Sustainability Visioning Facilitator to carry-out the visioning exercise;

- Ensure that all interested parties are participating in the visioning process; and

- Meet with Community's Leadership, Sustainability Visioning Facilitator, and NWMO throughout the life of the visioning exercise.

2 KEY TASK

Identify a Community Sustainability Visioning "Champion" / Leader

Objective	»	*To identify an individual within the community to assume the role of Community Sustainability Visioning "Champion" / Leader.*
Overall Responsibility	»	**Community Lead Organization**

Activities

» Schedule and undertake logistical activities for a meeting amongst community's leadership to assess and identify candidates for the Champion / Leader role.

» Discuss potential candidates for this role.

» Ask potential candidates for this role to submit a resume and letter of interest.

» Using the list of key requirements developed in Action Item 1: Key Task 1 (along with other identified requirements), the community's leadership should meet and review all candidates.

» Obtain agreement on the preferred applicant and take the steps necessary to notify that individual.

» Once the Champion / Leader has been accepted the position, arrange a meeting with the community's leadership to officially initiate the process.

» Meet with the community's leadership and ensure that the Champion / Leader fully understand their role and responsibility and is provided with the support necessary to undertake their responsibility.

Key Questions to ask when Identifying the Community's Sustainability Visioning "Champion"

- Will this person's involvement add to or take away from the "legitimacy" of the project?

- Does this person have the necessary experiential background to provide the guidance needed for this undertaking?

- Does this person have the time available to really do what is required? And, can they do what is required in the most effective and efficient way possible?

- Does this person have enough respect within the community to motivate interested parties to get involved?

- Does this person have the "right" amount and "right" type of connections to be of value to this project?

- Does this person have good management (people, budget, project) skills?