

Steering Committee Planning

This resource will help the initial planning team identify and recruit steering committee members for the community workforce development process. The first section covers the composition of the steering committee, and the second section is a worksheet to identify the steering committee members, potential contributions, and who is responsible for outreach.

Steering Committee Composition

The list below details the people that typically serve on the steering committee for a community based workforce planning process. The members of the steering committee will vary by the community, industry makeup, and history, but this is a good list to consider when building a steering committee. Ideally, the steering committee should be between 15 and 20 people.

Steering committee members may include:

- Chamber of Commerce executive
- Economic development/development authority executive
- Representatives from several major industries in the community (e.g., HR director, business owner, plant manager, operations manager)
- School district superintendent
- School board member
- Career, Technical, and Agricultural (CTAE) director, college and career academy CEO, and/or secondary education teacher
- Postsecondary institution leader(s) (University System of Georgia, Technical College System of Georgia, and/or private colleges and universities)
- Community development partners (e.g., Georgia Power or local EMC)
- Representatives of key community organizations (e.g., workforce development board, wraparound services, community support, faith leaders, youth development)
- City/county government leaders
- Community leaders
- Financial institution leader (e.g., bank president, commercial lending VP, etc.)

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Steering Committee Member Identification

This worksheet is designed to be used by the initial planning team to identify potential members of the community workforce development steering committee. The *Potential Contribution(s)* column should be used to highlight how the steering committee member could assist with developing and implementing the workforce strategy. The *Assigned Outreach Person* column should designate the person who will be responsible for reaching out to the prospective steering committee member to garner their participation.

	Name, Organization, and Role	Potential Contribution(s)	Assigned Outreach Person
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