

**Neighborhoods Commission Caucus Subcommittee
2010 Work Plan**

1. Plan and conduct the 2010 Annual Caucus

Subtasks:

- a. Determine annual caucus date(s)
- b. Determine format and location of the event(s)
- c. Identify additional help needed
- d. Announce event(s)
- e. Reserve venue(s)
- f. Invite and obtain commitment from invitees
- g. Evaluate the effectiveness of the caucus after it's been held

2. Plan and conduct election caucuses as needed to fill Neighborhoods Commission vacancies.

Subtasks (as needed):

- a. Determine format
- b. Determine date
- c. Determine location
- d. Announce event
- e. Solicit additional help as needed
- f. Setup and conduct event
- g. Evaluate effectiveness

3. Support the Outreach Subcommittee

Subtasks:

- a. TBD based on Outreach Subcommittee needs

4. Prepare for General Election Caucuses if the Neighborhoods Commission pilot is extended.

Subtasks:

- a. Determine Caucus Subcommittees responsibilities and involvement
- b. TBD depending on Subtask a.