

PHB Executive Strategy Committee

Committee Charter/Summary

The Executive Strategy Team (EST) will serve as an interdisciplinary think tank for matters related to PHB strategic planning, organizational culture and organizational development. On an ongoing basis, EST will facilitate the development and management of the PHB Strategic Plan to address the Bureau's programmatic direction, areas of focus, core communication strategy, outcome measurements and branding.

From time-to-time, EST will process and provide recommendations to the Director on "kitchen cabinet" issues that cut across PHB's organizational structure (e.g. budget guidance). The EST will promote staff involvement and development by gathering cross-organizational input, listening and learning on high-level issues and matters beyond members' day-to-day responsibilities and will nurture emerging leadership potential across staff. Director and other staff to be invited as topically appropriate.

Membership

(4) standing members including SHPP Manager (lead), Assistant Housing Director, BOM and PIO. There will also be (4) rotating members serving eight month terms, rotating half off every four months to include the following: (1) Intermediate Manager, (3) non-management positions and other rotating members based on interest and to maximize diversity of ideas.

EST work (meetings and follow up) will be considered a part of the core job responsibilities of its members. Initial membership will begin with solicitation of interest by email. The Executive Team will then select (1) Manager and (3) non-managers for 8 and 12 month terms (randomly assigned to manage rotation). Selection will be based upon forming a diverse, representative initial team.

Meeting Frequency

The first standing biweekly meetings will begin January, 2010.

Reporting

Meeting notes will be published and provided to staff.

Action Items /Next Steps

Initial focus areas include: the launch of PHB strategic planning, development of the Equity Agenda, assessment of PHB's organizational needs, identification of service plan improvement projects, PHB dashboard mapping and vetting the priorities for the Con Plan and budget. Workplan will be developed at initial meetings to deliver on its charge.