TOPICS FOR CAB CONSIDERATION – ADMINISTRATIVE & OUTREACH COMMITTEE

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January 28, 2013-SRS Citizens Advisory Board
2012 Work Plan Topics:

- Administrative
- Oversee elections of the CAB chairpersons
- Track and report on member attendance
- Coordinate input to revision of Internal Processes
- Review Membership Package prepared by the DOE
- Develop annual Administrative and Outreach work plan
- Conduct mini information sessions for the CAB
  - Roberts Rules used by the CAB
  - Recommendation structure
  - Internal Processes
- Outreach
- Review/Revise Speakers Bureau Presentation
- Coordinate content of the CAB outreach CD
- Coordinate Social Media for the CAB
- Solicit/Coordinate topics for the CAB’s Newsletter
- Pursue other outreach ideas
PROPOSED TOPICS FOR 2013:

- Oversee elections of the CAB chairpersons
- Track and report on member attendance
- Coordinate input to revision of Internal Processes
- Review Membership Package prepared by the DOE
- Coordinate Speakers Bureau Presentation
  - Train Speakers
  - Arrange for CAB members to be able to present
  - Coordinate Speakers Bureau DVD
- Coordinate Social Media for the CAB
- Solicit/Coordinate topics for the CAB’s Newsletter
- Pursue other outreach ideas