



TOPICS FOR CAB CONSIDERATION – ADMINISTRATIVE & OUTREACH COMMITTEE

Presentation by Ashley Whitaker
SRS CAB Support Team

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**

