



## **Tualatin Tomorrow Vision Implementation Committee**

### **Introduction**

A citizen-led Tualatin Tomorrow Vision Implementation Committee (VIC) will track and facilitate the progress of the Community Vision and Strategic Action Plan to ensure its successful implementation. The VIC membership will reflect the broad interests and population of the Tualatin community, and will include a representative of any partner that has two or more items in the Action Plan. All VIC meetings are open to the public and appropriate notice will be provided.

This document describes the VIC purpose, responsibilities, and membership.

### **Tualatin Tomorrow Vision Implementation Committee (VIC)**

#### *Purpose*

Monitor the progress of the Community Vision and Strategic Action Plan, maintain strategies, encourage implementation of actions, and recommend minor modifications as appropriate.

#### *Responsibilities*

The VIC activities will include:

- Four committee meetings per year, at a minimum
- Annual progress report to the Tualatin City Council
- By December 31, 2008:
  - Develop a clear understanding of partner roles.
  - Review and evaluate actions coordinated by Focus Area Committees.
  - Prepare an Action Plan evaluation process and criteria.
  - Develop a Memorandum of Understanding for the partners which describes their commitment to the Action Plan and respective roles.
- Host an annual Town Hall meeting for public discussion of the Community Vision and Strategic Action Plan.
- Maintain two-way communication with partners to encourage and track action implementation.
- Recommend, if necessary, proposed changes to the Community Vision and Strategic Action Plan for consideration by the City Council.

#### *Membership*

The City Council will appoint the VIC Chair who represents the public-at-large. The VIC Chair will select a Co-chair to assist the Chair and VIC as well as to act as Chair in his/her absence. Initially, terms of appointment will be staggered to ensure continuity and balance, with the Chair serving a three-year term and the Co-chair serving a two-year term.

The Chair will appoint non-partner members of the VIC that reflect the broad interests and population of the Tualatin community. The VIC will include one representative for each partner or interest, as designated below. There will be four or five public-at-large positions, not counting the Chair, to maintain an uneven number of members for voting.

1. Chair (At-Large)
2. Co-chair
3. One representative for each partner that has two or more assigned actions
4. One representative from each Focus Area:
  - Arts, Culture, Education, Youth and Family activities (ACE)
  - Growth, Housing, and Town Center (GHT)
  - Parks, Recreation, and Natural Areas (PRN)
  - Health, Safety, and Social Services (HSS)
  - Traffic, Transportation, and Connectivity (TTC)
  - Governance, Leadership, and Community Engagement (GLC)
5. Tualatin City Council Liaison
6. Four or five at-large representatives (Faith, Social Service, Youth, Disabled, Minority, and Seniors)

The City Council may reappoint the Chair. Member terms will be three years, and one third of the terms will end each year, as decided by the VIC. All positions may extend for a second term, and the Chair may reappoint members.

## **Tualatin Tomorrow VIC Steering Committee (VICSC)**

### *Purpose*

Act as executive advisors to the VIC, help identify issues for full committee discussion, and make recommendations for action.

### *Responsibilities*

The VICSC will:

- Meet monthly
- Plan and coordinate VIC meetings
- Coordinate the efforts of the focus area committees

### *Membership*

The Steering Committee will include the following VIC members:

1. VIC Chair
2. VIC Co-Chair
3. Partner with the largest number of assigned actions
4. Partner with the second largest number of assigned actions
5. One representative from each of the six Focus Areas
6. Tualatin City Council Liaison

## **Tualatin Tomorrow Vision Focus Area Committees**

### *Purpose*

Each of the six Focus Areas will have a committee to coordinate the implementation of action items with partners.

### *Responsibilities*

The Focus Area Committee (FAC) will:

- Meet as needed to coordinate the implementation of action items.
- Report action item progress to the Steering Committee.

### *Membership*

The Focus Area Committee will include:

1. FAC Lead
2. FAC Lead Alternate
3. Partners with action items currently under consideration
4. One Youth representative selected by the Youth Activity Council (YAC)

## **Tualatin Tomorrow Vision Partner Assistance Committee**

### *Purpose*

Provide implementation assistance to partners as needed.

### *Responsibilities*

Convene as needed to assist partners as they implement actions.

### *Membership*

The Partner Assistance Committee (PAC) will include:

1. VIC Chair
2. VIC Co-chair
2. Partners seeking assistance with implementation of actions
3. One representative from each Focus Area

## **Tualatin Tomorrow Vision Specialty Committees**

It is anticipated that the following specialty committees will form as needed:

- Crawfish Festival Committee to partner with the City and Tualatin Chamber of Commerce to publicize and promote awareness of the continued efforts of Tualatin Tomorrow and recruit volunteers.
- Town Hall Committee to support the annual Town Hall meeting, and recruit volunteers to help plan and run the event.
- Publicity/Outreach Committee to guide publicity, outreach, marketing, and volunteer recruitment.

- Others as needed

### **Tualatin City Staff Support**

The City of Tualatin will provide staff support that will include:

- Coordinate communications with committee members
- Develop and distribute committee agendas, in consultation with the Chair/Co-Chair
- Coordinate with City Council
- Provide meeting logistics, including the Town Hall
- Prepare meeting summaries
- In coordination with the Publicity/Outreach committee, assist VIC with media outreach
- Print and distribute reports and other Tualatin Tomorrow documents

### **Community Vision and Strategic Action Plan Updates**

The Tualatin Tomorrow Community Vision and Strategic Action Plan is based upon extensive community input. Any substantive modifications may potentially impact the integrity of the entire Plan. Therefore, three update processes have been established to allow for different types of revisions while maintaining the community connection and foundation. The VIC may recommend revisions to the Tualatin City Council. Proposed revisions may originate with Tualatin citizens, businesses, organizations, or partners. Modifications will become effective upon acceptance by the City Council.

#### **1. Minor Revisions**

Annually, the VIC may recommend non-substantive Action Plan updates to the City Council.

#### **2. New/Revised Actions**

Annually, the VIC may recommend new or substantially revised actions to the City Council.

#### **3. New/Revised Strategies**

Every five years, the VIC may recommend new or revised strategies to the City Council.

# Tualatin Tomorrow Vision Implementation Committee (VIC) Organizational Chart

