



CULTURAL ROADMAP PLANNING GROUP

The Cultural Roadmap Planning Group (CRPG) will help steer the Cultural Roadmap through from start to completion. The Planning Group of 35 people will represent a wide cross section of the community, representing the public and private sector, philanthropy, neighborhoods, education, cultural groups, artists, cultural workers, and other creatives. The Planning Group will be selected by the Durham Cultural Advisory Board.

What is the role of the Planning Group?

Members of the Planning Group are unpaid volunteers who will inform the planning process. The Planning Group's role is to advise and support the delivery of plan outputs and achievement of plan outcomes. Responsibilities include:

- Inform development of the plan consultant scope of work and selection process;
- Shape and participate in the community engagement process;
- Advise on plan development, identify priorities, evaluation strategy, and plan outcomes;
- Monitor the plan as it develops, including risks and timelines;
- Recommend refinements to the planning process where needed; and
- Present and promote the plan to residents and elected officials.

The Planning Group provides support, guidance and oversight for the planning progress. City and County cultural and public art program staff will provide administrative support and will hold logistical responsibility for the planning process. Staff liaisons will attend Planning Group meetings to report on progress and answer any questions raised by members. The Planning Group will be led by two active co-chairs as well as two honorary co-chairs representing City Council and the Board of County Commissioners.

What role do CRPG members play?

Individual Planning Group members provide support and guidance for City and County staff and elected officials. Members are not responsible for managing logistical plan activities. Individual Planning Group members should:

- Understand the aim, strategy, and intended outcomes of the planning process;
- Attend monthly meetings consistently, and community engagement events as often as possible;

- Appreciate the significance of the planning process for their community, organization, and/or constituents;
- Be genuinely interested in the plan and its intended outcomes;
- Be an advocate for the planning process by doing what they can to promote its success;
- Have a broad understanding of plan development processes. In practice, this means:
 - Ensure that strategies adopted match plan goals;
 - Consider what defines success and measure if it has been achieved;
 - Review plan progress against anticipated milestones;
 - Consider ideas and issues as presented;
 - Advise staff on logistics;
 - Help balance conflicting priorities and resources;
 - Shepard communication beyond the Planning Group regarding plan progress and outcomes;
 - Actively promote the completed plan;
 - Evaluate the planning process and make recommendations for successful implementation.

Planning Group members are expected to prioritize the success of the plan and the planning process. Members who are involved in other community groups or organizations, or who have expertise in a particular area, should avoid taking a narrow view of their responsibility to the Planning Group – members are expected to contribute to the planning process holistically.

How often will the Planning Group meet?

The Planning Group will normally meet monthly. More frequent meetings may be held at the beginning of the planning process. Smaller working groups formed by Planning Group members and other community members may be used as needed. Planning Group meetings are open to the public.