

## SRC Rebranding Tasks and Schedule

### Proposed Process Schedule

Task	Due Date	Involved	Notes
Preliminary 1st draft of recruitment materials content	June 3	Cheryl, Inez, Naomi, Steve draft	- See above for sections responsibility - All draft collaboratively on Google Drive? - Make contributions by June 1 to review prior to meeting? - Cheryl, Inez, Naomi, Steve makes revisions to preliminary draft for ExComm
1 <sup>st</sup> draft to BEO	June 9	Steve send draft to BEO	- BEO reviews and provides feedback on 1st draft
1st draft to SRC ExComm	June 30	Inez sends draft to ExComm	- Draft to be sent to ExComm 1 week prior to ExComm meeting
SRC Executive Committee Meeting	July 7	SRC ExComm	- ExComm reviews and provides feedback on 1st draft - Cheryl, Inez, Naomi, Steve makes revision for 2 <sup>nd</sup> draft for SRC
2nd draft to full SRC	July 21	- Inez sends draft to full SRC inviting them to review, provide feedback and/or attend August ExComm meeting for discussion	
2nd draft to full SRC	July 28	- Inez sends reminder to full SRC re August ExComm meeting for discussion	
SRC ExComm Meeting	August 4	SRC ExComm	- ExComm and SRC members review and provide feedback on 2nd draft
Business & Employment Opportunities (BEO) Committee Meeting	August 11	BEO Committee	- BEO Committee review 2 <sup>nd</sup> draft and SRC feedback, make revisions for MRC

3 <sup>rd</sup> Draft to MRC (Colleen)	August 18	Steve sends draft recruiting/SRC info to MRC (Colleen)	-MRC (Colleen + consultant) develop SRC materials look, feel, messaging for SRC review in time for September 15 SRC meeting
1 <sup>st</sup> draft of Recruitment package to SRC from MRC (Colleen)	September 8	- MRC/Colleen sends draft recruitment package for SRC feedback	- draft of recruitment package to be sent to SRC 1 week prior to meeting
SRC Meeting	September 15	All SRC members	- SRC provides feedback on draft of recruitment package - Steve (& BEO Committee), Inez, Cheryl, Naomi compile feedback for MRC - MRC prepares new draft of package incorporating feedback
2 <sup>nd</sup> draft (final?) of recruitment package to SRC (from MRC)	September 29	- Inez/Steve sends revised draft (final?) to Full SRC	-email final feedback and close the feedback loop
Proposed final recruitment package	October 3	Inez sends proposed final recruitment package to ExComm	
ExComm Meeting	October 6	ExComm	ExComm discusses recruitment package launch
Policy Committee Meeting	October 6?	Policy Committee	Policy committee discusses adapting SRC recruitment materials to develop orientation materials