

Template: Planning Committee Membership

An important part of the asset mapping process is figuring out who will be involved in the planning. The makeup of the planning committee can vary, depending on the focus of the mapping.

It is vital to consider equity and safety in your planning process. Which equity-denied groups are missing? How can you bring service providers, youth and families/caregivers together to do this work in a way where everyone feels safe and included?

The tables below are designed to support you in considering who should join the planning committee. We've included sample information to spark ideas. You can add other columns that make sense for your community, like other committees that folks participate in or events and festivals they're involved with. You could also use flip charts, dry erase boards or virtual mapping tools like Miro to do this brainstorming — whatever works best for your group.

The first table is about service providers and leaders. The second table is about youth, families/caregivers and other advocates. Consider these guiding questions as you fill out the tables:

1. Who are the youth that you are trying to change the experience for?
2. Who works with these youth?
3. Who has trusted relationships with youth in your community, particularly those from equity-denied groups?
4. Who has capacity to support this work in a meaningful way?

In community, as in life, we need to evolve as changes happen, so think broadly and be open to change.

Service Provider and Leaders

Who are the key service providers in your community who work with youth ages 12-24? As you explore their interest in joining the planning committee, connect with each of them about their capacity, passion for the work and the alignment of their role with your goals.

Name	Organization	Role	Audience (including their clients and staff — who do they work with?)	Scope of Influence (e.g., able to get decision makers on board, able to engage youth, is a decision maker with a vested interest in progress, has strong communication and engagement skills, is a creative thinker, is a get-things-done individual)	Examples of involvement with planning committee
S	Non-profit	Manager of Youth Services			Involved
T	Health Authority	Supervisor of Mental Health and Substance Use	Adults in need of mental health and substance use services, team of service providers that reports to them	Decision maker with vested interest in this process and can relay this information to regional lead	Invited to the events and informed in advance. Requested phone input. Will be involved in invitation process.

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X	Ministry of Children and Family Development	Child and Youth Mental Health Supervisor	Child and youth in the region who need services. Manages team of CYMH staff that cover region ex	Decision maker with vested interest in this process and can relay this information to regional lead	Invited to the events and informed in advance
Y	Indigenous Council and Nation	Elder/health outreach worker	Indigenous families on nation X	Works with the nation to support with mapping	Involved and co-leading
Z	High school	School counsellor	Youth ages 14-18	Can connect with youth in the school and support them	
R	High school	Indigenous educator	Youth ages 14-18	Can discuss with Indigenous youth in school and find out how they would like to be involved	

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F	New immigrant organization	Youth Transitions Coordinator	New immigrants (0-5 years in community) ages 12-19		
G	City	Youth Recreation Coordinator	Youth ages 10-18		Invited to the events and informed in advance
J	Alternative school	Youth outreach	Youth ages 12-18		
K	Post-secondary	Student services	Young adults ages 17+		Invited to the events
L	Trades school	Student Services or Practicum	Young adults ages 17+		Involved
M	Major employer in community		Youth employees		Invited to the events and informed in advance. Possible event funder.

Youth, Families/Caregivers and Advocates

This is such a great opportunity to get youth and families/caregivers involved in advocating for changes that will improve their access to health and social services in your community. Some questions to consider as you invite youth into the planning process:

- How can you make sure the youth represent a variety of voices and the diversity within your community?
- How would they like to be compensated?
- How would they like to be supported if things go sideways, like if racial microaggressions occur?

Name	Trusted partner/service provider they are connected to	Population they are connected to	Individual Strengths	Examples of involvement with planning committee	Honoraria requested
X	High school guidance counsellor	Youth ages 14-18 who participate in theatre or the arts	Public speaking	Champion for this work and will collaborate with other youth	Hourly pay + food at meetings
Y	Indigenous outreach worker	Indigenous youth from Nation X	Communication skills – writes newsletters and makes flyers for events. Understands systems.	Would like to be consulted during planning	Hourly pay + work with local nation and Elders
Z	New immigrant organization	New immigrant and refugee populations (families/caregivers and youth)	Advocacy for refugee population and connecting families with what's needed, such as translators	Would like to be on the planning committee	Hourly pay + reference letter + bus passes

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R	City	Youth ages 10-18 who are involved in recreational and sports	Coaching and working in teams	Would like to be consulted as needed. Willing to support with event promotion.	No hourly pay, student service hours met + food at meetings
L	Alternative school	Youth ages 12-18 who are neurodiverse and less likely to fit into school mold			
G	Post-secondary school's international student services	International students ages 17+	Creating community for international students	Would like to be consulted	
J	Trade school	Young adults 17+ in trades			