

Goal	What changes are you trying to make by creating a committee?
Membership List	Who do you need at the table on a regular basis to make those changes?
Plan	What steps need to be taken/initiatives need to be completed to make the identified changes?
Structure	How should the committee be run to ensure focus stays on the work?
Content	What kind of work do you need to do at each meeting to ensure the changes are getting made?
Measurement Tool	What do you need to measure to know if you're meeting the goal?

	Guideline	Decisions made by BIDMC
Goal	What changes are you trying to make by creating a committee?	We want to fundamentally change the way BIDMC does business to ensure its practices are environmentally sustainable.
Membership List	Who do you need at the table on a regular basis to make those changes?	Individuals who control the budgets and operations of key areas who can restructure their own areas and promote the changes amongst their employees.
Plan	What steps need to be taken/initiatives need to be completed to make the identified changes?	<ul style="list-style-type: none"> • Identified 6 areas of work. • Within each area members were asked to identify achievable changes in their area.
Structure	How should the committee be run to ensure focus stays on the work?	<ul style="list-style-type: none"> • Meet monthly • Chaired by individuals with strategic planning and meeting facilitation experience. • There is a planning meeting before the actual meeting, to ensure time is well spent.
Content	What kind of work do you need to do at each meeting to ensure the changes are getting made?	<ul style="list-style-type: none"> • An accountability structure that requires initiative champions to report on their progress. • Group problem-solving activities to trouble shoot stuck initiatives and keep all team members engaged. • Revise/update the strategic plan.
Measurement Tool	What do you need to measure to know if you're meeting the goal?	<ul style="list-style-type: none"> • A report card is posted on our internal portal. It is updated quarterly and includes link to pages that further explain our work. • A second report card for committee use that tracks progress at a more granular level.