



Blandin Broadband Communities

Steering Team Job Description

The purpose of the Steering Team is to direct and oversee the successful implementation of local Blandin Broadband Community (BBC) initiatives.

The Steering Team has three main charges and several tasks within those areas:

1. Help develop a shared vision around promoting a culture of use of broadband within the community and the linkage between broadband and economic development.
 - a. Identify and invite stakeholders to take part in the planning process
 - i. This should include representatives from key systems such as education, government, business, and health care as well as underserved populations
 - ii. Remember that invitations to participate are an effective way to decrease resistance to change
 - b. Help plan and promote the planning process for the broader community
 - c. Serve as a small group facilitator at the planning event(s) - see that everyone's voice gets heard and respected and no one dominates discussion
2. Help develop a plan of action
 - a. Using the information gathered at the planning event, identify the priorities based on the ICF six elements of broadband (connect), knowledge workforce (work), innovation (innovate), digital equality (include), sustainability (sustain), and advocacy (engage), which are most important to your community and the goals that your community wants to achieve
 - b. Solicit, prioritize, and develop community projects that meet the community goals.
 - c. Review, evaluate, and score projects (recuse yourself if a conflict of interest exists).
 - d. Finalize list of projects submitted to Blandin Foundation for funding.
3. Implement the plan of action
 - a. Allocate grant resources for approved projects and help identify other resources (local and otherwise) for project implementation
 - b. Monitor and support funded projects to ensure successful implementation.
 - c. Recognize good work!
 - d. Celebrate Success!
4. Evaluate Progress
 - a. Track and report on project accomplishments
 - b. Make recommendations for enhancing future like projects



Your Steering Team is your community's organizing coalition addressing and spurring broadband development and technology adoption. Your coalition should be composed of a diverse group of community partners who have united to create a better quality of life and economy. If the coalition is effective, the payoff will include increased availability, access, and affordability to high-speed internet. Often, an unexpected benefit of a coalition is uncovering new and powerful ways of collaboration beyond the scope of the original project.