Work Plan Template

Council Compensation Committee

Activity/Goal	Description	Time Frame	Who is Responsible	Notes
i.e. Survey of Council	List of questions to be distributed to all Council members regarding their work	Distribute week of XXX with responses due	Committee creates questions and Clerk's office will prepare and provide to	This will be part of a two step process and follow up interviews can be
Sample	activities, time, and expectations	XXX	all Council members	arranged.

	 	