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Day-to-Day Activities

- **Manage Partnership Operations**
- **Assure Participation & Collaboration**
- **Implement Task Operations**
- **Partnership Promotion**



Manage Operations

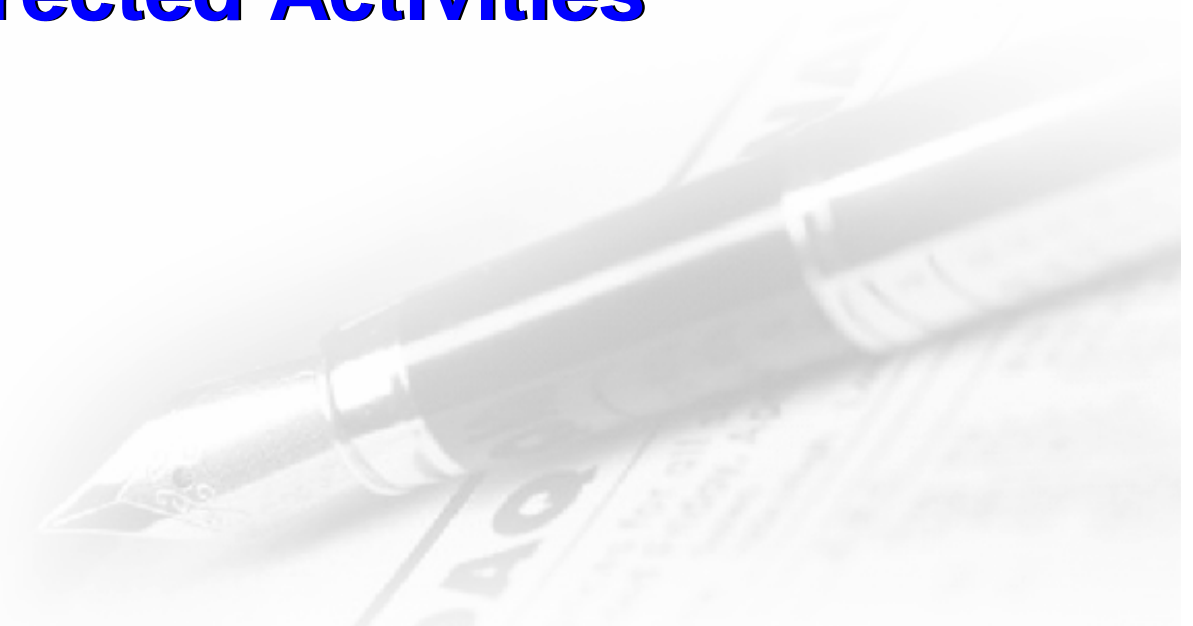
- **Establish & Maintain Website**
- **Prepare Mailings & Communications**
- **Administrative Support**
- **Financial Accounting**
(Manage Pooled Funds)

Assure Participation

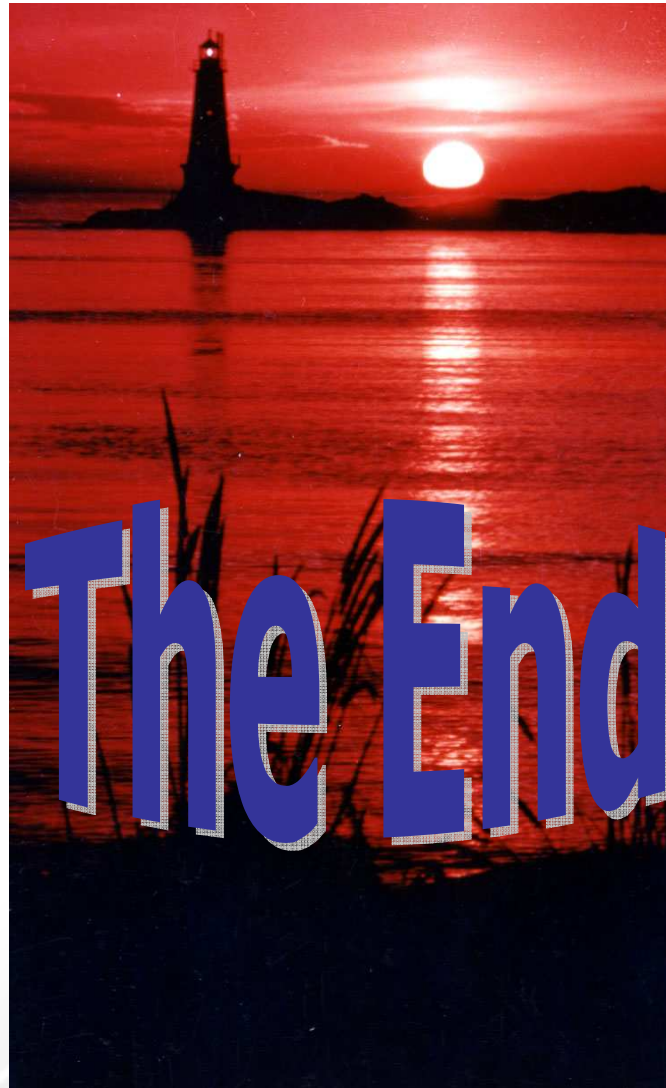
- **Pre-Meeting Coordination & Management**
- **Meeting Site Logistics**
- **Speaker(s) / Moderator Arrangements**
- **On-site Meeting Coordination**

Implement Task Operations

- **Meeting Proceeding Report**
- **Financial Reporting (*Quarterly)**
- **Optional Directed Activities**



Questions ?



Thank You