Stewardship Plan for _____ County
(Effective January 31, 2021 through January 2022 office conference)

Today's Date:_____

Duty #	Brief Steward Description	Employee (full name printed)	Employee Job Title	Employee Name.#	Employee Signature
Office Organization Steward					
A (Lead)	Office Organization				
A (Backup, if any)					
Resource Management and Planning Stewards					
B1 (Lead)	Hiring Process				
B1 (Backup, if any)					
B2 (Lead)	County Plan of Work and Community Needs Assess.				
B2 (Backup, if any)					
B3 (Lead)	Fiscal (same as 2020 steward)				
B3 (Backup, if any)					
Government Relations Stewards					
C1 (Lead)	Commissioner Relations & Budget Development Proposal				
C1 (Backup, if any)					
C2 (Lead)	Impact/Community Engagement Reporting				
C2 (Backup, if any)					
C3 (Lead)	Legislative/Government Affairs				
C3 (Backup, if any)					
Marketing/Media/Supporters Stewards					
D1 (Lead)	Community Engagement & Equity & Inclusion				
D1 (Backup, if any)					

D2 (Lead)	Ext. Advisory Committees				
D2 (Backup, if any)					
D3 (Lead)	External Communications/ Media Relations				
D3 (Backup, if any)					
D4 (Lead)	Digital Engagement/ Technology				
D4 (Backup, if any)					
Facilities Steward					
E (Lead)	Facilities/Equipment				
E (Backup, if any)					

NOTE: SNAP-Ed and EFNEP PAs and grant funded staff CANNOT take the lead in any of the stewardship roles, but they can contribute as deemed appropriate in cooperating in the provision of needed information or data as necessary for these roles. For instance, they can provide impact data from their programming for the Impact/Community Engagement Reporting. They can and should also be involved in the office meeting around annual sign-ups so they are aware of the various roles and can indicate how they can assist.

UPDATED: 12/22/2020