



Steering Committee Responsibilities

Hartford Decide\$ (HD) is a participatory budgeting initiative which is a unique way to manage public money and to engage people in government. It is a democratic process in which community members directly decide how to spend part of a public budget. A Steering Committee which is comprised of Hartford residents oversees the process and help make important decisions to ensure the program is a success.

Commitments of Steering Committee Members:

- Serve on the Steering Committee for one year
- Attend at least 80% of Steering Committee meetings which usually occur twice a month and HD events as planned
- Act as a point person for Hartford Decide\$ and a liaison with his/her community and/or NRZ
- Be an advocate for HD in the Greater Hartford Community
- Work in a collaborative manner with other team members and contribute actively and meaningfully to the project's success

Responsibilities of the Steering Committee:

- Play a central role in designing, guiding, monitoring, and evaluating the overall HD process
- Help evaluate and revise all marketing materials and guides
- Identify and recruit individuals and groups to support Hartford Decide\$
- Help ensure that process is inclusive and consistent with the core goals of Hartford Decide\$
- Attend events and meetings during each stage of the process and provide assistance at public meetings
- Help provide specialized support as needed e.g. research, organizing, media, online engagement, social media, policy development, budgeting, and/or design
- Assist in promoting Hartford Decide\$ through the press, social media, and other networks, using protocol agreed upon by the Steering Committee
- Help to create and distribute educational and promotional materials
- Mobilize broad, inclusive community participation that reflects the full diversity of Hartford