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| 1. **NAME** of the resource / tool
 | Organizational Chart |
| 1. **WHAT** is the purpose of the resource / tool?
 | The organizational chart depicts the various committees that are available for members to join. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | This document was developed for Best Start Lancaster by the Capacity Building Team. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. This organizational chart is updated and shared every six months (in July and January) after elections as members and/or staff join or leave the group. Usually this document is shared at Guidance Body meeting and Community Partnership meeting right after the election or at the new member orientation.
2. The organizational chart is used by leaders, staff, and members.
3. No particular skill set is needed.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | The chart helps members become acquainted with the structure(s) leading the work at the Community Partnership.  |