

Sustainability Awards Draft Task List updated May 30, 2023 /Revised August 8, 2023

For each of the tasks below, the question is: who should do this? All involve either extensive discussion or labor and review, and it will be important to know which will be JCOS time and which will be CBJ internal work, as well as what CBJ work will and will not be subject to CBJ or Assembly overview. Are there any other civic, non-profit, or private partners who could or should be involved in the process?

First-year launch tasks:

This work does not need to be repeated.

Tasks	JCOS	CBJ - Human Resources	CBJ COW	CBJ Assembly	CBJ Depart	Other
<p>A. Draft Concept Paper (Award for Excellence in Sustainability) Purpose, Areas, Process, Criteria, Eligibility, Guidelines, Application.</p>	<p>Draft Completed (8-26-20)</p>					
<p>B. Draft List of details for consideration and approval</p> <ol style="list-style-type: none"> 1. Suggest final name of awards 2. Establish CBJ policy for standards for giving awards and which department or office is responsible (such as Mayor's office, Assembly, or Public Works) 3. Suggest frequency and number of awards 4. Suggest which part of the selection process that are confidential and public, and storage for JCOS and CBJ. which parts of the awards process and documentation are necessarily public, which should be securely stored 5. Consider inviting community or stakeholder input to increase buy-in (optional). 6. Suggest process for solicitation and review (including defining JCOS' role, CBJ's role, other partners' roles, managing conflicts of interest) 7. Suggest deadline, duration of nomination period, and announcement date 8. Draft language for nomination questions and criteria 9. Draft platform / format for nomination submissions and uploads 10. Finalize language of the award itself 11. Articulate Branding and design desires as a client 	<p>All these items need to be drafted by JCOS, Outreach Comm. & full JCOS</p>	<p>Review</p>	<p>Review</p>	<p>Finalize</p>	<p>?</p>	

	JCOS	Human Resources	CBJ COW	CBJ Assembly	CBJ Department	Other
C. Public Outreach. Tasks depend on how elaborate the program becomes.	X (JCOS) can help with this item.	Reviews draft	Reviews final Draft	Reviews and Approves		
Branding for the awards – ideally to last many years	X				Public Info.	
Logo & colors	X					
Photos cleared for use	X					
Print and web material templates / examples	X					
Website or web pages at CBJ						
• for applicants						
• FAQ's/details on process	X					
• page featuring winners						
• archive for previous years' winners						
• Video assets/trailer						
Certificate design and language						
Create social media presence or policy	X					
Promotional materials to solicit nominations/applications	X					
Promotional materials for winners' announcement or announcement event	X					

Tasks	JCOS	CBJ - HR	CBJ COW	CBJ Assembly	CBJ Depart	Other
D. Create internal administrative infrastructure						
• Any necessary new email addresses or profiles						
• CBJ documentation and organizational systems						
• Contact lists for communications and promotion	X					
• Document and contacts security, where relevant						
• Potentially build form for/reformat/store nomination submissions						
• Document internal review forms/standards for nominees						
Create the first committee/subcommittee to review applications	X	X				
• Draft Develop internal process and guidelines for documentation, turnover	X					
• Draft first versions of working documents	X					
Track and document entire process for review and revisions after year one	X					

Recurring tasks: <i>This work would be repeated for every Sustainability awards.</i>	JCOS	CBJ - Human Resources	CBJ COW	CBJ Assembly	CBJ Depart	Other
Confirm dates and deadlines for awards with all relevant stakeholders						
Update process and workflow to reflect evolving Sustainability Awards stakeholder priorities						
Design/acquire new media assets for the current year						
Solicit sponsors or supporting organizations (optional)						
Website updates and social media campaign						
<ul style="list-style-type: none"> • Before nomination period opens 						
<ul style="list-style-type: none"> • When nomination period opens 						
<ul style="list-style-type: none"> • When nomination period closes 						
<ul style="list-style-type: none"> • After winners are announced 						
Coordinate or coordinate with any events relating to announcement of winners						
Respond to community input or requests for assistance with the awards and awards process (correspondence)						
Convene new committee/subcommittee to review applications						

<ul style="list-style-type: none"> • Set internal meeting schedule 						
<ul style="list-style-type: none"> • Deliberate and review applicants 						
<ul style="list-style-type: none"> • Develop final report 						
Choose awardees						
Create certificates						
Announce awardees						
Ensure certificates and any other awardee benefits are confirmed delivered into the right hands						
Track, store, and organize both public and secure documents relating to Awards						
Verify that all post-awards business and correspondence are concluded						
Evaluate process and propose changes for the following year						
Solicit feedback from awardees and community to document any impact the Awards may have on sustainability						

- Confirm dates and deadlines for awards with all relevant stakeholders