

**Community Action, Inc. Strategic Plan  
2011 – 2013**

**Community Action, Inc.'s**

**Mission Statement**

To provide and coordinate activities which alleviate poverty, promote family self-sufficiency and advance community prosperity

**Vision Statement**

Community Action, Inc. will be recognized as a premier organization dedicated to solving social and economic problems of the community

## Community Action, Inc. Strategic Plan 2011 – 2013

**Goal 1:** Mobilize the community to identify and solve its problems and encourage members of the community to get involved in Community Action, Inc.'s activities.

STRATEGY	ACTIVITY	OUTCOMES	RESPONSIBLE	TIME FRAME
1. CAI will partner to identify and solve community problems	A. Develop an agreement template to document collaborations	Finalize collaboration agreement and meeting summary templates	Planning Director	3/31/2011
	B. Work with partners to determine how to address community problems	Establish relationships and enter into written agreements as appropriate	Management Team / Supervisors	Ongoing
	C. Participate on community boards and committees	Document meetings and provide summaries to the Management Team	CAI Staff	Ongoing
	D. Conduct every three years and assess annually a community needs and resource assessments in Clarion and Jefferson Counties	Incorporate community feedback into CAI's planning process	Planning Director	See Activity

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**Goal 1:** Mobilize the community to identify and solve its problems and encourage members of the community to get involved in Community Action, Inc.'s activities.

STRATEGY	ACTIVITY	OUTCOMES	RESPONSIBLE	TIME FRAME
2. CAI will increase community involvement in CAI activities as well as CAI's visibility in the community	A. Continually assess Board membership	Strengthen the tri-parti composition of the Board to ensure diverse community representation	Nominating – Membership Board / Executive Director	Ongoing
	B. Create a public relations campaign	Increase public awareness of CAI's impact on the community	Management Team / Board	12/31/2011
	C. Increase volunteerism, fundraising, advisory councils, partnerships and other community involvement opportunities as available	Ensure needed services are provided in the community	CAI Staff / Board	Ongoing

## Community Action, Inc. Strategic Plan 2011 – 2013

**Goal 2:** Operate the organization at the highest of standards and within its administrative capacity while maximizing its impact on alleviating poverty and the effects of poverty in the community.

STRATEGY	ACTIVITY	OUTCOMES	RESPONSIBLE	TIME FRAMES
1. CAI will operate within its administrative capacity	A. Evaluate prospective projects or tasks to determine if CAI can or should become involved	Prospective projects or tasks will only be added or continued if CAI has sufficient administrative capacity	Management Team	As needed
2. CAI will maintain high organizational standards	A. Financial controls are assessed, updated, documented and trained	Financial compliance is maintained and risk is minimized	Controller	Annually
	B. Human resource controls are assessed, updated, documented and trained	Human resource compliance is maintained and risk is minimized	Human Resource Director	Annually
	C. IT controls are assessed, updated, documented and trained	IT compliance is maintained and risk is minimized	Technology Staff	Annually
	D. Project controls are assessed, updated, documented and trained	Project compliance is maintained and risk is minimized	Project Supervisors	Annually

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**Goal 2:** Operate the organization at the highest of standards and within its administrative capacity while maximizing its impact on alleviating poverty and the effects of poverty in the community.

STRATEGY	ACTIVITY	OUTCOMES	RESPONSIBLE	TIME FRAMES
3. CAI will prioritize its resources to accomplish its mission	A. Prioritize projects which are self-supporting and consistent with CAI's Strategic Plan	Management recommends and Board determines projects to be operated	Management Team	Annually by March 31
	B. Prioritize discretionary funds for community development initiatives and projects that move families towards self-sufficiency	Management informs the Board how CAI has been a catalyst for community improvement	Management Team	Annually

## Community Action, Inc. Strategic Plan 2011 – 2013

**Goal 3:** Assist the community in solving social and economic problems by addressing community, organization and family level needs.

STRATEGY	ACTIVITY	OUTCOMES	RESPONSIBLE	TIME FRAMES
1. CAI will assist the community create long lasting social and economic solutions	A. Work with partners to identify social and economic problems through needs / resource assessments and community collaborations	Partners identify and prioritize activities which solve community social and economic problems	CAI partners	Ongoing
	B. Work with partners to develop plans which create long lasting community solutions	Partners implement activities which solve community social and economic problems	CAI partners	Ongoing
	C. Collaborate to determine who is best suited to address specific social and economic problems	Needed services are available in the community	CAI partners	Ongoing

## Community Action, Inc. Strategic Plan 2011 – 2013

**Goal 3:** Assist the community in solving social and economic problems by addressing community, organization and family level needs.

STRATEGY	ACTIVITY	OUTCOMES	RESPONSIBLE	TIME FRAMES
2. CAI will use its resources in the most effective manner to solve community social and economic problems	A. Prioritize activities which have the greatest impact on the community and promote family self-sufficiency by determining if the problem:	The majority of CAI's activities will promote community prosperity and family self-sufficiency	Management Team / Board	Annually
	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> can be solved through making long lasting community changes</li> <li>- 2<sup>nd</sup> can be solved by making changes within CAI</li> <li>- 3<sup>rd</sup> can be solved by working with families</li> </ul>	A long lasting impact will be achieved through making changes in the community	Management Team	Ongoing

## Community Action, Inc. Strategic Plan 2011 – 2013

**Goal 4:** Develop strategies that engage youth in activities which break the cycle of economic insecurity.

STRATEGY	ACTIVITY	OUTCOMES	RESPONSIBLE	TIME FRAMES
1. CAI will collaborate with partners to provide youth with life skills and work-ready opportunities	A. Collaborate with schools and organizations to develop and maintain youth programing	Maintain and grow Junior Achievement	Project Manager	Ongoing
	B. Provide youth with work experience	Youth learn personal responsibility and obtain work-ready and financial literacy skills	Management Team / Supervisors	Ongoing
	C. Participate in youth related planning activities	CAI becomes increasingly aware of how it can partner with the community to solve youth problems and break the cycle of poverty.	Management Team / Supervisors	Ongoing



## Community Action, Inc. Strategic Plan 2011 – 2013

**Goal 5:** Prioritize community development initiatives and services which lead to long-term solutions and self-sufficiency.

STRATEGY	ACTIVITY	OUTCOMES	RESPONSIBLE	TIME FRAMES
1. CAI will become a community development partner	A. Become active members of Economic Development Councils, Chambers of Commerce, etc. and seek opportunities to serve on their boards	CAI will prioritize resources for activities which advance community solutions and family self-sufficiency.  CAI will increase the use of discretionary funding for community development initiatives	Management Team / CAI Staff	Ongoing

\* Community is defined as: churches, schools, civic organizations, government, businesses and private citizens.