

Email Template #3: Introduce Facilitators

Hi NAME,

My name is [NAME]. I've been appointed by [YOUR ORGANIZATION] to facilitate the [FOCUS AREA] working group.

[TWO SENTENCE INTRODUCTION BY FACILITATOR.]

I will be helping to draft a calendar of monthly meetings for the group, soliciting times, dates, and locations for the meetings, and helping to guide the conversation over the next few months. Most of the communication that I will have with the group will be through Basecamp. You were sent an invitation to join our Basecamp project. If you do not have access to the Basecamp site, please let me know.

As a group, we will need to meet in September (after the kick-off), October, November, and January. Plus, you will be expected to attend the Pittsburgh Learning Pathways Summit in November.

Are there any members willing to host one or multiple meetings? I'd also like to get an idea of availability for the members of the group. We could start with the following dates as suggestions [facilitators could suggest a few dates & times] or use a tool like www.whenisgood.com

Thanks and I'm looking forward to working with you.

[FACILITATOR NAME]

[CONTACT INFO]