Beaufort County Economic Development Corporation

2017 Organizational Work Plan

	Partner(s)	Status	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1. Complete Beaufort County EDC Organization Work Plan	BCEDC																		
Hire consultant		Complete																	
Develop economic development organizational vision/mission based on consensus		Complete																	
Complete and approve BCEDC vision and 12-18 month work plan		Complete																	
Draft 1st year budget (alliance, F/F, partnership, executive director, programming, etc)		Complete																	
2. Establish an Organizational Structure & Modify Bylaws (50/50, Public/Private)	BCEDC																		
Review, modify/adopt proposed organizational chart as part of the organizational plan		Complete																	
Request by-laws of other County EDOs																			
Determine Board representation based on likely County economic development objectives																			
Draft bylaw modifications																			
Board Adoption																			
3. Secure County Council Organization Vision, Mission and Budget Approval and Commitment	BCEDC & County																		
Prepare itemized budget for 2018 based on orgaizational plan		Complete																	
Complete and present BCEDC Board approved work plan and 2018 budget request to the County Council		In-progress																	
Secure County Council approval		In-progress																	
Receive County funding																			
4. Secure Independent Legal Council to Assist with Agreements, Contracts and Bylaws	BCEDC																		
Develop RFP		In-progress																	
Publish and review responses																			
Execute contract for legal services																			
5. Hire Executive Director	BCEDC																		
Board determines whether to conduct search in-house or with recruitment assistance		In progress																	
Determine compensation package range		In progress																	
Request proposals from ED consulting / recruiting firms if needed																			
Advertise position and collect resumes																			
Request additional information and schedule interviews																			
Reference and other background checks and extend offer																			
6. Join Regional Alliance & Establish Organizational Partnerships	BCEDC & Others																		
Based on organization plan, define services by partner and schedule meetings to discuss																			
Conduct alliance and partner meetings		In-progress																	
- SCRDA																			
- State officials (funding)																			
- Chambers of Commerce																			
- Muni's																			
Finalize and approve scope of alliance and partner services																			
- SCRDA																			
- State officials (funding)																			
- Chambers of Commerce																			
- Muni's																			
Execute alliance and partner service agreements																			
- SCRDA																			
- State officials (funding)																			
- Chambers of Commerce																			
- Muni's																			
7. Establish Performance Measurements & Reporting	BCEDC																		
Identify potential perfoprmance measures for each organizational goal																			
Request County Council feedback on measures and periodic reporting																			
Finalize measures and reporting schedule																			
Report to funders and key stakholders quarterly																			
8. Develop 2018 Work Plan and Budget for Approval	BCEDC & County																		
Conduct BCEDC Board, alliance and partner planning work session																			
Establish goals and work plan																			
Draft 2018 budget																			
Obtain funding commitments																			