

# Domestic Violence Roundtable, Inc. Strategic Plan

Members of the Executive Committee of DVR met on January 27, 2021, from 12:00 p.m. to 2:00 p.m., to update the strategic plan for the Domestic Violence Roundtable Task Force. There were 7 persons in attendance. Stacey Seldon, Family Violence Coordinator with the Georgia Commission on Family Violence, facilitated a discussion of goals, objectives and actions needed to fulfill DVR's mission. Said plan was presented to DVR membership on February 10, 2021.

## Executive Committee

**GOAL 1:** Development of working action teams to carry out the mission and vision of DVR.

**GOAL 2:** Development of a plan of action to increase the participation and engagement of current and new members.

**GOAL 3:** Develop and disseminate an end of the year report that reflects the goals/metrics the Task Force has met in the current year. Include a flow chart of the DVR leadership on the meeting minutes and agenda.

**GOAL 4:** Development of a plan of action to increase the visibility of DVR.

**GOAL 5:** Ensure DVR is operating according to the bylaws by a biannual review of the bylaws.

**GOAL 6:** Incorporate the findings and recommendations compiled by the Fatality Review Action Team under the appropriate subcommittee.

**GOAL 7:** Create a budget protocol for each action team to follow so that the budget process and record keeping is consistent across committees.

**GOAL 8:** Develop a synopsis of the duties and responsibilities of the Executive Committee, to be included in the new member packet. The synopsis shall be reviewed for possible revisions and updates at the first meeting of the calendar year.

The Structure of the DVR's meetings will rotate with Action Teams meeting no less than once a quarter. Membership meetings occurring once a month, and lunch and learn meetings occurring once a quarter. The Chair of each action team ensures accountability. Membership meetings function to present each Action Team's progress to the full membership.

The working plans for each action team (committee) are listed below:

## **Public Relations & Media Action Team (PRMAT)**

The Public Relations & Media Action Team shall, with the approval of the Executive Committee, develop, and implement the DVR Media messaging to include tools which will promote the work and mission of DVR and develop an annual budget for the PRMAT and propose it to the Executive Committee. The following goals of the PRMAT are as follows:

**GOAL 1:** Create a clear description of DVR and its mission to enable the membership to succinctly convey to the community at large DVR's purpose. Provide a packet to new members and any updates to existing members.

Objective 1: Review the Mission.

Action: Read the mission at each meeting and add the mission statement to the agenda of each meeting.

Objective 2: Create a Description (Elevator Speech).

Objective 4: Train the membership on how to deliver the messaging.

Objective 5: Ensure that all messaging is approved by the PRMAT.

**GOAL 2:** Develop a media presence.

Objective 1: Establish and maintain a website to publicize DVR's mission and activities.

Objective 2: Develop a plan which would include promoting DVR through newspaper, radio, TV, DVR website and social media year-round.

Objective 3: Develop a calendar which will enable DVR to create a media presence around Domestic Violence Awareness Month, Sexual Assault, and Child Abuse Prevention, etc. List all calendar of events on the Task Force social media page(s).

**GOAL 3:** Develop a Media Information Packet for DVR.

Objective 1: Review Current Material, Brochures, Palm Cards, Board, Websites, and social media.

Objective 2: Have a planning session to create clear messaging/branding and ensure it carries over to all media/presentation sources.

Objective3: Train Selective presenters on how to deliver media presentations.

Objective 4: Select a member of the PRMAT to work with the Public Education and Outreach committee for the Domestic Violence Awareness Month.

**GOAL 4:** Develop an annual calendar of events which will promote awareness of domestic violence in the Chattahoochee Judicial Circuit. Include calendar of events on the Task Force social media page(s).

Objective 1: Develop a protocol by which requests for trainings are brought to the PRMAT. Include the protocol in the new member packet.

Objective 2: Submit all requests to the chair of PRMAT through DVR email.

Action: The PRMAT chair shall screen all events for relevance, manpower, and cost.

Objective 3: Schedule events, trainers, and presenters.

Action: For each event, the chair of PRMAT will find the appropriate date, venue, and presenter for the topic.

**GOAL 5:** Establish a budget according to the Task Force's budget protocol for the PRMAT and present it to the Executive Committee of DVR (TASKED: Chair of PRMAT).

Objective 1: Create a budget according to the Task Force's budget protocol to include committee costs for activities.

**GOAL 6:** Develop a synopsis of the duties and responsibilities of PRMAT, to be included in the new member packet. The synopsis shall be reviewed for possible revisions and updates at the first PRMAT meeting of the calendar year.

## Education and Outreach Action Team (EOAT)

The Education and Outreach Action Team shall, with the approval of the Executive Committee, develop, coordinate fundraise, and promote educational activities designed to promote the mission and goals of DVR. The Action team is comprised of 3 subcommittees: Fundraising, Domestic Violence Awareness Events, Lunch and Learns. The Education and Outreach Action team shall develop an annual budget and present it to the Executive Committee.

**GOAL 1:** Establish Subcommittees that address Domestic violence awareness in the Chattahoochee Judicial Circuit on behalf of DVR (TASKED: Chair of EOAT and Task Managers of Subcommittees).

Objective 1: Review current subcommittees to ensure that they are functioning in accordance with DVR Mission and Goals.

Objective 2: Appoint Task managers to the subcommittees.

Objective 3: Recruit participants from membership and the community at large to participate on the subcommittees.

**GOAL 2:** Establish a budget for the EOAT and present it to the Executive Committee of DVR. (TASKED: Chair of EOAT).

Objective 1: Have each subcommittee prepare a budget for their activities.

Objective 2: Create a budget to include each subcommittee's costs for activities including membership dues and present it to the Executive committee.

**GOAL 3:** Develop events in October for Domestic Violence Awareness Month (DVAM) (TASKED: Domestic Violence Awareness Events subcommittee).

Objective 1: Collect information from the membership of DVR of DVAM that are occurring in their respective agencies.

Action: Assign a person in the subcommittee to carry out this activity.

Objective 2: Recruit and coordinate aligned agencies to participate in DVAM.

Objective 3: Confirm date, time and venue for the Vigil and March.

Objective 4: Coordinate with Hope Harbor for the March.

Objective 5: Secure the proclamation and/or resolution for the 1st Tuesday in October.

Action: Submit the request to the council.

Action: Schedule Chair of DVR to represent.

Action: Ensure membership has notice to attend and what attire to wear.

Objective 6: Develop a budget according to the Task Force's budget protocol for DVAM and provide it to the chair of the EOAT.

**GOAL 4:** Develop an annual calendar for the quarterly lunch and learn series (TASKED: Lunch and Learn subcommittee). Include the calendar on the Task Force social media page(s).

Objective 1: Secure presenters ensuring that the topics are relevant to the recommendations of the Fatality Review Action Team and the identified barriers.

Objective 2: Secure venue and vendors for meals

Objective 3: Develop a budget according to the Task Force's budget protocol for the Lunch and Learn and provide it to the Chair of the EOAT.

**GOAL 5:** Ensure Membership dues and Fundraising activities are developed and promoted to ensure the financial security of DVR (TASKED: Fundraising subcommittee).

Objective 1: Ensure Membership dues are collected annually.

Objective 2: Ensure Lunch and Learn series is profitable.

Objective 3: Ensure all other fundraising activity is financially viable for DVR.

Objective 4: Explore ways to expand fundraising efforts including, state charitable giving efforts, grants, and charitable programs such as Amazon Smile.

**GOAL 6:** Develop a synopsis of the duties and responsibilities of the Education and Outreach Team, to be included in the new member packet. The synopsis shall be reviewed for possible revisions and updates at the first meeting of the calendar year.

## Support for Survivors of Murder-Suicide Action Team (SSMS)

**Goal 1:** Establish the SSMS Committee to provide a collaborative, well-planned response to past and future domestic violence murder-suicides in the community.

**Objective 1:** DVR should consult the [SSMS protocol](#) (Georgia Commission on Family Violence, Support for Survivors of Murder-Suicide Suggested Community Protocol) to guide the structure and collaborative response of the committee. The Task Force should consistently communicate with the SSMS Project Coordinator at GCFV during the planning, implementation, and follow up phases.

**Objective 2:** The DVR chairperson should schedule and obtain training for the Task Force on the subject of domestic violence murder-suicide and implementation of the SSMS protocol. Please reach out to the GCFV SSMS Project Coordinator to schedule the training. This step is crucial to the implementation of the protocol and should not be omitted.

**Objective 3:** DVR should designate a SSMS liaison to act as point person for the Task Force in the event of a murder-suicide incident. The liaison should serve as chair of the SSMS Committee, along with 3-5 additional committee members. The liaison should also be the point person to communicate with the SSMS Project Coordinator at GCFV.

**Objective 4:** The SSMS Committee should compile state and local community specific resources that will assist survivors of murder-suicide.

**Objective 5:** The SSMS Committee should identify and make contact with community partners that can help connect survivors of domestic violence murder-suicide incidents to the Task Force.

**Objective 6:** The SSMS Committee should develop a plan/protocol to connect with survivors of domestic violence murder-suicide in the event of an incident, as outlined on page 4 of the SSMS protocol.

**Objective 7:** The SSMS Committee should test the developed plan/protocol with the entire Task Force, before a domestic violence murder-suicide event occurs in their community, if possible.

**Goal 2:** DVR should take action in the event of a domestic violence murder-suicide incident the Chattahoochee Judicial Circuit.

**Objective 1:** Implement the plan/protocol developed by the SSMS Committee and take action to support survivors (see guidelines in Implementation section on page 5 of the SSMS protocol).

**Objective 2:** Update the SSMS Project Coordinator at GCFV during an active implementation phase when responding to murder-suicide incidents. The Project Coordinator will also provide technical assistance and support.

**Objective 3:** Follow best practices (outlined on page 6 of the SSMS protocol) during and after the implementation of the Task Force's developed plan/protocol, to ensure survivors are receiving ethical and appropriate support.