**WMI Fellowship Annual Work Plan**

Fellowships that map out their goals achieve more! This form has been created to help leadership teams plan ahead, identify tasks and assign equal responsibilities with deadlines. Use this template to set your goals for Fellowship meetings at the start of the new calendar year and update your progress monthly. While using this form is not a requirement, WMI will be very happy to assist you with mapping out the year ahead and following your work plan. If you do use this form, share a copy with [nicole@wellsmountain.com](mailto:nicole@wellsmountain.com).

**Activity types:** Leadership Meeting, General Meeting (with all Scholars invited), Leadership Election, Community Service, Professional Skill Building, Networking, In-Country Visit with WMI Staff, Dream Big Planning, etc.

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| **Activity Type** | **Date & Time** | **Location** | **Resources Required** | **Specific Planning Tasks to be Completed** | **Responsible Person(s)** | **Date to be Completed** |
| Example: General Meeting, Professional Skill Building | Example: Jan. 15, 2022 at 10am | Example: WMI Office, Bristol, Vermont | Example: Meeting space, meeting notes from 2021, guest speaker on fundraising | Example:  1.) Confirm use of meeting space  2.) Coordinate RSVPs and remind members about meeting  3.) Confirm guest speaker and print materials for him/her | Example:  1.) Jordyn  2.) Johnson  3.) Nicole | Example:  1.) 12/15/21  2.) 12/15/21 & On-going  3.) 12/15/21 |
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