

SAMPLE - Focus Group Work Plan

Name of Focus Group

Chair/Co-chairs

Chair/Co-chairs email

1. Do you wish to have a time allocated for your focus group during at the next NCFR annual conference?
 Yes No

2. If Yes, please list or attach tentative agenda.

3. Please list 2019 focus group goals/projects/aspirations.

4. Please identify any opportunities, suggestions, or concerns regarding the role of this focus group in furthering NCFR's inclusion and diversity initiatives.

5. Please list any areas where you would like assistance from NCFR staff.

6. Are there any other concerns or questions that have come from the 2018 focus group annual meeting?

Attach your 2018 annual meeting minutes to this form and return by December 1, 2018.