

An On-Ramp Proposal

The Gatekeeper	All issues (hopefully) are initially referred to an individual (the “gatekeeper”) charged with the responsibility of building the leadership’s meeting agendas. Questions: Who raises this issue and wants it brought to the attention of the leaders? What do we know of the people and motivations involved, what’s driving the issue, why it comes up at this particular time?		
Filters	Does it fit? (Vision/ Mission considerations)	Is it ours? (Who owns this matter?)	What’s the priority? (When is action needed?)
Issue goes on Leaders’ Agenda	Alert to leaders of an “On-Ramp” matter (something requiring time and attention in the future)		
Gatekeeper’s Initial Assessment	Gatekeeper informs leaders about issue	Gatekeeper offers evaluation and summary	What type of issue is this? What action is required?
Defining the Issue	Let’s attempt to clarify what the issue is, what we will be discussing in the near future, and the parameters of the question before us.		
Assign Ownership	Leaders invite one of their number to accept “ownership” of this particular issue.	Leaders suggest an appropriate sub-group (to include fellow-leaders but not limited to them).	Set a deadline to report back.
Owner’s Responsibilities	<ul style="list-style-type: none"> • Call together sub-group (if needed) • Gather information • Consider impact/effect • Identify those affected by this issue • Develop viable options to be considered • Develop recommendation and proposal for leaders • Suggest decision process/calendar 		
Owner’s report put on Leaders’ agenda	Owners report is scheduled for discussion as “New Business”		