**Sample Email to Group Participants**

Good afternoon,

Welcome! You have been nominated to serve as a member of the University-Wide Strategic Budget & Planning Committee. This committee is intended to assist the university in achieving both near (FY23) and long term priorities and will operate in parallel to the university’s budget development process and as a complement to the 2025 Strategic Plan Committee.

Specifically, the committee is charged with identifying new revenue opportunities or ways to maximize net income as well as opportunities for efficiencies and cost savings. The committee charge, structure, and calendar of deliverables can be found [here](https://docs.google.com/document/d/1QN1o9g8ht4sXqXXBtQlfG1vl3Gsckwf3W8NLysOjPOs/edit?usp=sharing).

As a subject matter expert, your ideas and insights are needed to enable the university to achieve financial stability while also growing resources to support the long term strategic goals as outlined in the 2025 plan. This will be an opportunity to brainstorm and make data driven recommendations to the larger university community which are achievable within defined timelines.

To facilitate this goal, the committee will focus on four broad areas with individuals assigned to those areas based on subject matter expertise. The full listing of committee members by assigned focus area can be found [here](https://docs.google.com/document/d/1wRQYuIu6ELNLMoGrvpwpbrZxxp3bscCYQTfstlhdP6I/edit?usp=sharing).

Thank you in advance for your anticipated willingness to serve! And if you would like to be considered for the role of leader of your respective subcommittee, please advise. If you do not wish to serve, please send your regrets no later than December 20th. Otherwise, we look forward to your participation, creativity and insight!

Happy Holidays!!