

**Guiding principles and steps for developing cross-functional advisory team:****1. Select your team:**

- Send a broad request for volunteers
- Select team members from all levels and functional roles who have a passion for the topic & can help generate objective outcomes
- Schedule and hold a series of meetings, for example:
  - Two hour kickoff
  - Four to Five one-hour planning meetings

**2. Clearly define your why**

- Review any survey data
- Use your first meeting to agree upon your team's purpose educate the team about the facts on SUDs
- Review team guidelines
- Conduct quarterly meetings/biannual assessment

**3. Determine your guiding principles:**

- What does the team want to accomplish?
- What are the expected outcomes from this work?
- What impact do we want to have on employees?
- What do we want them to say?
- How will we know we are successful?

**4. Ask your team to reflect and ask these questions:**

- How do SUDs impact you, your family, your friends and your organization?
- Why should we educate our colleagues?
- Do you see any roadblocks?
- What can we do now?