

Action Plan Work Sheets

Name: XXXXXXXXX

Date: XXXXXXXXX

Organization: XXXXXXXXX

1. Based upon the knowledge, ideas, and insights gained during the Institute, please provide a brief statement (one or two sentences) explaining what you would like to accomplish professionally or in your municipality.

I will use the information I obtained from my Ethics class to be my guide for my standard of conduct. Being fair to everyone has always been important to me as well as being consistent.

2. What steps will you take to accomplish this change?

I will make the right choices. I will apply the appropriate public service values to achieve the right outcome in the right way.

3. How will measure the results of your Plan? Stated another way how will you know if you achieved your goal?

I will be viewed as someone who can be trusted having high integrity. I will also be known as someone who is honest, truthful and fair. This is important especially in government. As Town Clerk and Tax Receiver I have set policies and procedures and my staff and I follow these for all of our customers. I have found over the years that when residents know you are fair they can deal with a situation such as missing a deadline for taxes and now have to pay interest. They see that there are no exceptions and they can deal with that. There are never repeat customers!

4. What is the time frame for implementation of your Plan? When will you finish key steps and the overall plan?

I believe that applying Ethics to daily practices will be ongoing. Every day situations reflect ones ethical behavior. My staff and I will continue to provide our residents with equitable service.

5. Who else should be involved to ensure success?

My staff, department heads and public officials will all be involved to insure success. We will be viewed as an honest, fair and open government.