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?