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Administration (scheduling meetings; conference line set up; note-taking)			
Technology (supported platform for webinars and other learning opportunities; online registration)			
Communications (basic web page about group; promotion of offerings via GFE channels, email updates and social media)			
Expert Facilitation/ Strategy (ongoing development of group work plan; support for completing tasks between meetings; sets agenda; enlists experts; develops webinar content and slide deck)			
Finance (serving as fiscal agent for project; contract management)			
Event Planning (support for researching and securing venue; A/V needs; liaison to speakers)			
Advanced Communications (narrative development, editing, formatting and production of a public document; GFE review for GFE-branded documents)			
Research/ Policy Analysis (conducts literature review; develops and administers survey; analyzes best practice on a topic in various cities/ states)			

 = included in GFE dues

 = service provided, if desired, at additional cost