



## **Roles of the Chair and Co-Chair**

Lead work of designated team composed of representatives of the K-12 public schools, post-secondary institutions, non-profit community-based organizations, businesses, government agencies and others.

### Key Responsibilities

- With support of GIA staff, establish team agenda based on GIA processes.
- Establish a regular meeting schedule and work with GIA staff to place on Asana/Alignment portal and share via calendar invitation and email.
- Lead and attend team meetings
- With the support of GIA staff, lead development of team implementation plans, assessment plans, and continuous improvement plans.
- Lead the team's efforts to engage the community through the Invitation to Participate process, which should be conducted at least once per year.
- Ensure active and on-going participation of team members; solicit recommendations for new members.
- Communicate needs/findings regarding team work through appropriate channels within various constituents and secure appropriate support for initiatives.
- Attend Task Force meetings and present update on team activities.

## **Roles of the Action Network /Task Force Team Members**

Design and deliver effective, scalable and sustainable solutions (tactics) utilizing existing community resources.

### Key Responsibilities:

- Design and deliver tactics which address strategic needs articulated by school districts (the district identifies what needs to be done but doesn't tell the committee how to accomplish the desired outcome) and community partners
- Engage the community and individual in tactical plans strategies and areas of focus
- Pilot and assess progress toward short- and mid-term outcomes
- Scale-up tactics to reach all students in target audience
- Facilitate tactics through transfer of ownership (institutionalization)

## **Characteristics**

Key to Action Network Team success is the engagement of K-12 and post-secondary education leadership; the innovation and multi-disciplinary expertise that community members bring to the table; persistence and commitment to long-term outcomes.