

Subcommittee Leadership Instructions - AWARENESS

Part 1: Overview/Setting the Stage – 10 minutes

1. Review focus area description for your subcommittee
2. Pull out action plan template, remind the group where you left off by reviewing barriers and opportunities and going over the plan as it appears to date.
3. Remind the group that 2-3 of your subcommittee members participated in across-committee group to review the plan to date, and they, as a group, developed recommendations to strengthen.
4. Review the new sections on the reverse side of the plan “Recommendations for Strengthening of Access Plan” and “Other Notes.” Look to those 2-3 representatives to add any clarity.

Part 2: Action Planning – 1 hour 20 minutes

5. Review subcommittee goals and strategies to date reflected in the planning template. Ask the subcommittee to answer the questions:
 - a. Do each of the goals, strategies and actions identify “to what end” (ensuring alignment to the focus area, vision statement, addressing of barriers and harnessing of opportunities)
6. Using the outcome of your BRIEF discussion above, and the feedback you’ve received to strengthen the plan, edit/complete goals, strategies and actions to support vision.
 - a. Use flip charts to work through the edit/completion of goals, strategies and actions
 - b. Once goals are finalized create a flip chart paper for each goal and post them on the wall
7. Identify/edit and reach consensus on strategies to support goals.
 - a. Use flip charts to work through the edit/completion of strategies
 - b. Final goals can be written directly on to the related goal sheet and/or you can create a sheet for strategies and post them under the related goal
8. Test goals and strategies against “Community Impact Checkpoint Questions”
 - a. Will this go far enough to make a difference?
 - b. Have we challenged our community enough?

Revise/edit goals and strategies where responses to these questions is no.

SEE REVERSE SIDE FOR REMAINING INSTRUCTIONS

9. Identify one person to give a 7 minute report out that includes the following:
 - a. A high level description of the subcommittees goals, strategies and action steps
 - b. One or two things that you drastically changed since the last meeting (if applicable)
 - c. What component of YOUR subcommittee's plan, if implementation began there first, would cause synergy for that entire focus area/subcommittee plan

Please cover these 3 things on flip chart if time allows, but at minimum ensure the last question gets captured on paper to submit to Melanie or Michelle

10. If time allows, begin identifying indicators of progress and stakeholders that we should involve in implementation.

Subcommittee Leadership Instructions - ACCESS

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 - a. Use flip charts to work through the edit/completion of goals, strategies and actions
 - b. Once goals are finalized create a flip chart paper for each goal and post them on the wall

ACCESS HAS A NEW GOAL TO COMPLETE FOCUSED ON YOUTH ENGAGEMENT

7. Identify/edit and reach consensus on strategies to support goals.
 - a. Use flip charts to work through the edit/completion of strategies
 - b. Final goals can be written directly on to the related goal sheet and/or you can create a sheet for strategies and post them under the related goal
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Subcommittee Leadership Instructions - QUALITY

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Part 2: Action Planning – 1 hour 20 minutes

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Revise/edit goals and strategies where responses to these questions is no.

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Subcommittee Leadership Instructions - COORDINATION

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COORDINATION HAS A NEW GOAL TO COMPLETE FOCUSED ON PARENT COORDINATION

7. Identify/edit and reach consensus on strategies to support goals.
 - a. Use flip charts to work through the edit/completion of strategies
 - b. Final goals can be written directly on to the related goal sheet and/or you can create a sheet for strategies and post them under the related goal
8. Test goals and strategies against “Community Impact Checkpoint Questions”
 - a. Will this go far enough to make a difference?
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