

Subcommittee Leadership Instructions – May 12 – AWARENESS

Part 1: Overview/Setting the Stage – 15 minutes

1. Review revised focus area description for your subcommittee
2. To refresh everyone's memories on the challenges and opportunities presented by youth and OST providers, walk the group through the bullet points posted on the wall
 - a. Note to facilitator, only information that was specific to your subcommittee was highlighted to help keep the conversation focused
3. Pull out action plan template, remind the group where you left off by reviewing barriers and opportunities as well as the information requested
 - a. Note to facilitator, only information that was specific to your newly defined focus area was included to help keep the conversation focused
4. Review the best practice information handed out. This information is provided to help the group brainstorm goals and strategies, however make sure that the goals and strategies created by your subcommittee are locally relevant.

Part 2: Action Planning – 2 hours, including 10 minute break to pick up lunch at 11:45

5. Review subcommittee goals and strategies to date reflected in the planning template. Ask the subcommittee to answer the questions:
 - a. "Do the goals and strategies align with the subcommittee focus area and vision statement." (The vision statement appears at the top of the planning template) and
 - b. "Will the goals and strategies impact the children and youth to be served"
6. Edit/complete goals to support vision. Based on the outcome of step 5, your group could be refining what is there, accepting as is or starting all over.
 - a. Use flip charts to work through the edit/completion of goals
 - 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” on the flip side of the planning document. Revise/edit goals and strategies where responses to these questions is no.

9. Identify one person to report out on the subcommittees goals and strategies

10. Identify two people to meet with AzCASE, VSUW and delegates from the other subcommittees for the purpose of:
 - a. reviewing all subcommittee plans to ensure correlation across our work
 - b. working to refine subcommittee work in advance of final meeting

11. If time allows, begin identifying and reaching consensus on actions to support strategies.

Subcommittee Leadership Instructions - ACCESS

Part 1: Overview/Setting the Stage – 15 minutes

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 - a. Note to facilitator, only information that was specific to your subcommittee was highlighted to help keep the conversation focused
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 - a. Note to facilitator, only information that was specific to your newly defined focus area was included to help keep the conversation focused

ACCESS HAS BEEN SIGNIFICANTLY REFINED. THE ORIGINAL COMMITTEE IDENTIFIED AWARENESS AND QUALITY AS OPPORTUNITIES, THESE HAVE BEEN ESTABLISHED AS THEIR OWN SUBCOMMITTEE. AS A RESULT PLEASE DO NOT IDENTIFY GOALS IN THESE AREAS AND BE VERY SELECTIVE IN IDENTIFYING THEM AS ACTION ITEMS TO SUPPORT ACCES STRATEGIES

4. Review the best practice information handed out. This information is provided to help the group brainstorm goals and strategies, however make sure that the goals and strategies created by your subcommittee are locally relevant.

Part 2: Action Planning – 2 hours, including 10 minute break to pick up lunch at 11:45

5. Review subcommittee goals and strategies to date reflected in the planning template. Ask the subcommittee to answer the questions:
 - a. "Do the goals and strategies align with the subcommittee focus area and vision statement." (The vision statement appears at the top of the planning template) and
 - b. "Will the goals and strategies impact the children and youth to be served"
6. Edit/complete goals to support vision. Based on the outcome of step 5, your group could be refining what is there, accepting as is or starting all over.
 - a. Use flip charts to work through the edit/completion of goals
 - 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” on the flip side of the planning document. Revise/edit goals and strategies where responses to these questions is no.

9. Identify one person to report out on the subcommittees goals and strategies

10. Identify two people to meet with AzCASE, VSUW and delegates from the other subcommittees for the purpose of:
 - a. reviewing all subcommittee plans to ensure correlation across our work
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11. If time allows, begin identifying and reaching consensus on actions to support strategies.

Subcommittee Leadership Instructions - QUALITY

Part 1: Overview/Setting the Stage – 15 minutes

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 - a. Note to facilitator, only information that was specific to your subcommittee was highlighted to help keep the conversation focused
3. Pull out action plan template, remind the group where you left off by reviewing barriers and opportunities as well as the information requested
 - a. Note to facilitator, only information that was specific to your newly defined focus area was included to help keep the conversation focused
4. Review the best practice information handed out. This information is provided to help the group brainstorm goals and strategies, however make sure that the goals and strategies created by your subcommittee are locally relevant.

Part 2: Action Planning – 2 hours, including 10 minute break to pick up lunch at 11:45

5. Review subcommittee goals and strategies to date reflected in the planning template. Ask the subcommittee to answer the questions:
 - a. "Do the goals and strategies align with the subcommittee focus area and vision statement." (The vision statement appears at the top of the planning template) and
 - b. "Will the goals and strategies impact the children and youth to be served"
6. Edit/complete goals to support vision. Based on the outcome of step 5, your group could be refining what is there, accepting as is or starting all over.
 - a. Use flip charts to work through the edit/completion of goals
 - 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” on the flip side of the planning document. Revise/edit goals and strategies where responses to these questions is no.

9. Identify one person to report out on the subcommittees goals and strategies

10. Identify two people to meet with AzCASE, VSUW and delegates from the other subcommittees for the purpose of:
 - a. reviewing all subcommittee plans to ensure correlation across our work
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11. If time allows, begin identifying and reaching consensus on actions to support strategies.

Subcommittee Leadership Instructions - COORDINATION

Part 1: Overview/Setting the Stage – 15 minutes

1. Review revised focus area description for your subcommittee
2. To refresh everyone's memories on the challenges and opportunities presented by youth and OST providers, walk the group through the bullet points posted on the wall
 - a. Note to facilitator, only information that was specific to your subcommittee was highlighted to help keep the conversation focused
3. Pull out action plan template, remind the group where you left off by reviewing barriers and opportunities as well as the information requested
 - a. Note to facilitator, only information that was specific to your newly defined focus area was included to help keep the conversation focused
4. Review the best practice information handed out. This information is provided to help the group brainstorm goals and strategies, however make sure that the goals and strategies created by your subcommittee are locally relevant.

Part 2: Action Planning – 2 hours, including 10 minute break to pick up lunch at 11:45

EXPLAIN THAT COORDINATION IS THE MOST DIFFICULT TO NAIL DOWN. AS A RESULT, THOUGH WE IDENTIFIED SIGNIFICANT BARRIERS AND OPPORTUNITIES AT THE LAST MEETING, IT IS NECESSARY TO NARROW OUR FOCUS AS WELL AS AVOID DUPLICATION WITH OTHER SUBCOMMITTEES.

5. Ask the question to the group “what are the 2-4 main coordination sectors where we have the most work to do” (from an OST perspective). Capture these on a flip charts.
6. Ask the question “For each sector identified, what is the problem in the coordination space and what outcome does that prevent us from achieving.” Capture these on flip charts under the related sector
7. Ask the question “What is the need around coordination to solve the problem that exists”
8. Review subcommittee goals and strategies to date reflected in the planning template. Ask the subcommittee to answer the questions:
 - a. “Do the goals and strategies address what we have identified in the previous exercise”
 - b. “Do the goals and strategies align with the subcommittee focus area and vision statement.” (The vision statement appears at the top of the planning template) and
 - c. “Will the goals and strategies impact the children and youth to be served”

9. Edit/complete goals to support vision. Based on the outcome of step 5, your group could be refining what is there, accepting as is or starting all over.
 - a. Use flip charts to work through the edit/completion of goals
 - b. Once goals are finalized create a flip chart paper for each goal and post them on the wall

10. 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

11. Test goals and strategies against “Community Impact Checkpoint Questions” on the flip side of the planning document. Revise/edit goals and strategies where responses to these questions is no.

12. Identify one person to report out on the subcommittees goals and strategies

13. Identify two people to meet with AzCASE, VSUW and delegates from the other subcommittees for the purpose of:
 - a. reviewing all subcommittee plans to ensure correlation across our work
 - b. working to refine subcommittee work in advance of final meeting

14. If time allows, begin identifying and reaching consensus on actions to support strategies.