

**Steering Committee**

**This first steering committee meeting focuses on building rapport, understanding the proposed initiative and developing a shared vision**

*Meeting # 1*

<Insert Meeting Date and Time – 4 hours total>

<Insert Address of Meeting Location>

| **Time / Duration** | **Segment** |
| --- | --- |
| **1:00** | **I. Introduction** |
|  | 1. Kick-off |
|  | 1. Welcoming Statements |
|  | 1. Team Introductions |
|  | 1. Overview of the Day |
| **1:10** | **“Why It’s Important for Me to be Here Today”** |
| **1:45** | **II. Setting Our Intention** |
|  | 1. Segment Purpose and Process |
|  | 1. Discussion of proposed initiative <Insert name of initiative> |
|  | 1. Collective Impact Approach and Examples |
|  | 1. Developmental Evaluation |
|  | 1. <Initiative Name> Organization and Timeline |
| **2:15** | **III. Scanning the Environment** |
| *2:40* | *Break* |
| **2:55** | **III. Developing Our Shared Vision** |
| **4:55** | **V. Summary and Next Steps** |
| **5:00** | **VI. Close** |

### Steering Committee

**The second steering committee meeting focuses on identifying the principles of the initiative and defining the Common Agenda**

*Meeting # 2*

<Insert Meeting Date and Time – 3 hours total>

<Insert Address of Meeting Location>

### Agenda

|  |  |
| --- | --- |
| **12:30** | **I. Welcome and Introduction** |
| **12:40** | **II. Collective Impact and Project Scope** |
| **1:05** | **III. Identifying our Principles** |
| **1:25** | **IV. Defining Our Common Agenda – Small Group Exercise** |
| *2:15* | *Break* |
| **2:25** | **V. Defining Our Common Agenda – Large Group Discussion** |
| **3:15** | **VI. Summary and Next Steps** |
| **3:30** | **Close** |

**Steering Committee**

**The third steering committee meeting presents success stories from across the field and focuses on understanding system change levers**

*Meeting # 3*

<Insert Meeting Date and Time – 3 hours total>

<Insert Address of Meeting Location>

### Agenda

|  |  |
| --- | --- |
| **1:00** | **I. Welcome and Introductions**  A. Participant Introductions  B. Meeting Purpose and Agenda Review  C. Project Milestones  D. Common Agenda Overview |
| **1:15** | **II. Success Stories – Share stories from other initiatives in the field** |
| **1:45** | **III. Review Desired Future State of the System and Change Levers** |
| **2:00** | **Break** |
| **2:15** | **IV. Small Group Discussion of System Change Levers**  <Discuss each phase along the initiative continuum. For example, for education, could discuss: a) Participant Entry, b) Education and Training, and c) Career Entry and Advancement> |
| **3:05** | **V. Large Group Discussion of Change Levers** |
| **3:40** | **VI. Governance Discussion** |
| **3:55** | **VII. Summary and Next Steps** |
| **4:00** | **Close** |

**Steering Committee**

**The fourth steering committee meeting focuses on refining the strategy across the continuum of the initiative and thinking about evaluation**

*Meeting # 4*

<Insert Meeting Date>

<Insert Address of Meeting Location>

### Agenda

|  |  |
| --- | --- |
| **1:00** | **I. Welcome** |
| **1:10** | **II. Moving to Action – Strategy Implementation Framework** |
|  | 1. Implementation Overview |
|  | 1. Roles of Steering Committee, Backbone, and Action Teams |
| **1:25** | **III. Strategy Refinement** |
|  | <This section should include a general overview of the strategy (10 min), followed by a discussion of each phase along the initiative continuum. E.g. for education this could include a) Participant Entry, b) Education and Training, and c) Career Entry and Advancement. Each section will be ~25 minutes, with one 10 minute break to be incorporated as needed> |
| **3:10** | **V. Evaluation Overview** |
| **3:30** | **VI. Quick Win Brainstorm**  A. 5 minutes of reflection / brainstorm in pairs  B. 15 minutes of group discussion |
| **3:50** | **VII. Summary and Next Steps** |
| **4:00** | **Close** |

**Steering Committee**

**The fifth meeting focuses on creating a collaborative infrastructure at the sub-regional level to complement the regional initiative**

*Meeting # 5*

<Insert Meeting Date and Time – 3 hours total>

<Insert Address of Meeting Location>

### Agenda

|  |  |
| --- | --- |
| **1:00** | **I. Welcome**   1. Intention for the day 2. Rapid Check-Ins |
| **1:15** | **II. Creating a Community-Responsive Collaborative Infrastructure**   1. Context, Purpose, and Overview (10 minutes) 2. Discussion (15 minutes) 3. Proposed Sub-Regional Action Strategy (5 minutes) 4. Discussion (10 minutes) |
| **2:00** | **III. Action Planning and Quick Wins – Large Group**   1. Purpose and Overview (5 minutes) 2. Quick Win Sorting - Regional vs. Sub-Regional (10 minutes) 3. Small Group Instructions (5 minutes) |
| *2:20* | *Break* |
| **2:35** | **IV. Sub-Regional Action Planning and Quick Wins – Small Groups**   1. Review and Refine Draft Sub-Regional Action Planning Timeline 2. Summit 3. Review and Sort Quick-Wins – Immediate Action vs. Review with Sub-Regional Colleagues |
| **3:10** | **V. Bringing It All Together** |
| **3:55** | **VI. Summary and Next Steps** |
| **4:00** | **VII. Close – Start Reception** |

**Steering Committee**

**The sixth meeting focuses on strengthening the backbone, mobilizing for action at the local level and the launch of learning and evaluation systems**

*Meeting # 6*

<Insert Meeting Date and Time – 3 hours total>

<Insert Address of Meeting Location>

### Agenda

|  |  |
| --- | --- |
| **1:00** | **I. Welcome and Introductions** |
| **1:15** | **II. Context: Building on Success, Moving into Action**   1. Envisioning our future system 2. Accomplishments to date 3. Backbone staffing 4. Local collaboration 5. Pilot projects |
| **2:00** | **IV. Mobilizing for Action at Local Level**   1. Review and refine Action Team charge 2. Review slate of candidates, decide upon final list, potential co-chairs, recruiters (small groups) |
| *2:35* | *Break* |
| **2:50** | **V. Launching Our Shared Measurement System**   1. Overview of work to date 2. Prioritize indicators (small groups) |
| **3:30** | **VI. Next Steps for the Learning and Evaluation Process** |
| **3:50** | **VII. Check Out and Next Steps** |
| **4:00** | **Close** |