Workgroups

Workgroups form the backbone of community coalitions. This is where the work gets done!

Some workgroups are standing groups, meaning they are always functioning. Others may be ad-hoc and assembled for a specific amount of time to solve a specific problem.

Do not get overwhelmed by the workgroup descriptions! There are resources and established processes to walk you through the workgroup activities. You do NOT need to be experts in your workgroup area (although people with relevant expertise are helpful!), you just have to be willing to learn.

New coalitions can generally benefit from starting with the following workgroups. As the coalition develops, you may find you need additional workgroups to run programs, influence policy, etc.

Board Development Workgroup

Responsible for ensuring the coalition is working well. Drafts policies and procedures that govern quorums, voting rules, leadership term limits, coalition member roles and rules, etc. Ensures engagement of coalition members by recognizing them for their efforts.

- Drafts policies and procedures for coalition approval
- Develops an orientation packet for new members
- Ensures all members are engaged in coalition activities to leverage members' skills
- Recognizes members for their good work using the Social Development Strategy

Recruitment and Outreach Workgroup

Drafts recruitment plans for the coalition, including sectors and stakeholders or populations to include; elevator pitches; and onboarding processes. Networks in the community to educate community members and key leaders about the coalition. Prepares factsheets about the coalitions work. Generally, acts as the face of the coalition to the external community.

- Attends community meetings, events, etc. to meet people and get the word out about the coalition.
- Develops and leads the implementation of a recruitment plan for new members and key leaders (all coalition members should help with recruitment plan implementation).
- Creates outreach materials such as flyers or logo'ed materials.
- Creates a coalition logo for coalition approval.
- Maintains any social media for the coalition.

Data and Resource Assessment Workgroup

Reviews data and interviews community members to understand the key issues the coalition should prioritize. Assesses other activities already happening in and around the community to avoid duplication and promote partnerships with other entities. This workgroup is essential during the community assessment and strategic planning phase but may go on hiatus until new data is available to review or the coalition wants to rethink priorities. You do not need to be a "data person" to participate in this workgroup. People who have a strong understanding of the community such as school staff, nonprofit employees, or church leaders are essential members in this workgroup. The assessment process is guided by your selected coalition framework.

- Gathers and reviews quantitative and qualitative data to assess coalition priorities
- Gathers information about existing community resources
- Recommends priorities to the coalition for approval

Funding and Finance (Sustainability) Workgroup

Identifies coalition funding needs. Researches funding opportunities. Writes grants. Creates coalition budgets and tracks spending. If the coalition works with a fiscal agent, this workgroup will work closely with the fiscal agent.

- Find and apply for funding opportunities

- Manage coalition finances

- Identifies resource needs

Youth Involvement Workgroup

Partners with youth groups, schools, sports teams and other agencies that work with youth to involve youth in the coalition's efforts. Ensures that the coalition's activities have spaces for youth to be involved.

- May develop a youth council or join forces with an existing youth council

- Develops partnerships with youth-serving agencies and organizations

- Coordinates the youth council

- Identifies ways that youth can participate in coalition activities

- Practices the Social Development Strategy with youth and may train others on the Social Development Strategy

Executive Committee

Board leadership (chair, co-chair, secretary, treasurer) plus all workgroup chairs. May meet regularly to review coalition meeting agendas, discuss larger coalition strategy, or make immediate decisions.