UC San Diego

Working Group Organization Template

This template provides a tool to organize the efforts of a working group and its action plan, and to communicate it with the Steering Committee and broader community.

Working group name:

- Goal:

- Description:

- Rationale:

- Co-Chairs:

Date of Draft Action Plan: _____

Date Approved by Working Group/Steering Committee: _____

Define the Team
Identify the members of your working group, including roles such as co-chairs, members, and leads of individual strategies/actions. This roster will evolve over time, as new strategies are identified and new ideas emerge for who needs to be involved for successful planning, adoption, and implementation of strategies.

Organization	Name	Title	Role (e.g., Chair, Member, Strategy Lead)

Outline Working Group Member Responsibilities

This outline can be used to provide an overview of the role of a working group as well as the responsibilities and values of its members.

Guidance, Vision, and Oversight

- Develop and refine Common Agenda for change, including problem statement, goal(s), and guiding principles
- Use data to inform strategy development and learning
- Track progress of work using agreed-upon indicators at Steering Committee and working group levels
- Make connections between working groups to ensure coordination and efficiency
- Interact with the backbone entity on strategy, community engagement, and shared measurement

Leadership

- Consider how your individual organization or those in your network can align with the Common Agenda
- Serve as a vocal champion of the collective impact effort in the community

Process

- Participate in-person in regularly scheduled meetings (every 4-6 weeks)
- Review pre-read materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue
- Commit to year-long membership in the Steering Committee