

# Community Schools Coordinators Network



A Network of the  
Coalition for  
Community Schools

## Coordinators Network Roles and Responsibilities

### Overview of Roles and Responsibilities of Network Coor Team

- *Role of Network*
  - Provide resources and opportunities for Coordinators to learn and grow in their role
  - Create a sense of community among Coordinators
  - Uplift the role of Community School Coordinators
- *Role of Coor Team Members*
  - Participate in monthly calls and support a meaningful dialogue by asking questions, commenting, etc. Make at least 75% of all calls.
  - Plan events/activities for the Coordinators network
  - Engage in and encourage dialogue on the online community
  - Plan the Coordinators convening at the National Forum (every other year)
  - Encourage other Coordinators to join the Network
- *Role of Co-Chairs*
  - Recruit and help on-board new members
  - Check in with Coor Team Members to renew their commitments to serve
  - Facilitate Coor Team Calls
  - Participate in monthly Co-Chair calls
  - Facilitate network webinars and other events
- *Role the Coalition*
  - Send communications to Coor Team and the Network
  - Recruit and help on-board new members
  - Coordinate regular Network activities (e.g., webinars, meetings)
  - Create monthly newsletters and other eblasts to send to the Network
  - Represent the Coalition for Community Schools with announcements, updates, etc. on each call, webinar, or meeting
  - Connect the Coalition for Community School network members across networks and support network member with resources
  - Coordinate/facilitate in-person convenings at the National Forum
  - Manage calendar invites for Coor Team and Co-chair calls

### Coor Team Members' commitment to the serve

- **Co-chairs:** Will serve for (1) two year term with the option to recommit for one additional two year term. Max years to serve: 4

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- **Coor Team members:** Will serve for one year term with a check-in each May to renew for an additional year.

## Recruitment

- Co-Chairs
  - Open nominations for new co-chairs will be held in February
  - Open elections will then be held in March
  - Announcement of the new co-chair will be given in the April newsletter
  - The new co-chair will join co-chair and Coor Team calls starting in April
  - Official transition will occur in May
- Coor Team Members
  - Nominations for new Coor Team members will be held during the spring/summer every year
  - If there are more nominations than spots available, there will be elections
  - Required to have been a Coordinator for at least 1 year