

Preparing Working Group Members

Developing a State Action Plan Toolkit

Purpose: This resource can help working group chairs prepare members of the working group, especially those who have not been previously involved in the math task force work, to be informed and work efficiently.

Users: Working group chairs

Recruitment

When inviting someone to serve on a working group, it is helpful to provide the following information:

- Brief background on the task force
- Copy of the Task Force Recommendations report
- Charge of the working group
- Estimate of time commitment
- Logistics of meetings and likely work assignments.

Preparation

Providing members with structure and resources can save time and help the group work effectively and efficiently. Here are suggested activities:

- Ask all members to read the math task force recommendations and any other pertinent artifacts from the task force.
- Ask members to read other documents directly related to the working group charge (do not overload members with too much information). Ask task force chairs and facilitator for any resources, such as data slides and reports provided by the Dana Center, on specific topics as needed.
- Prior to the first in-person meeting, schedule a conference call or webinar to review background information and ensure that all members clearly understand the charge and time commitment.
- Provide agendas and outcomes for each meeting.