

Administrative Tasks: How To

Purpose:

An organized coalition meeting protocol ensures the content, consistency, and efficiency of your coalition meetings. The protocol helps identify timelines and action items that need to be completed in order to successful coalition meetings.

Who is responsible for the administrative tasks?

The coalition member appointed to carry out the administrative tasks for their coalition must be responsible, reliable, and organized. The administrative lead will work closely with coalition leadership to identify meeting content and review materials for the meetings.

What is included in administrative tasks?

The administrative lead will be responsible for both coordinating all coalition meetings following the steps outlined in the coalition meeting timeline/checklist included in the following pages, but also in developing and tracking all supporting documents for the meeting, which include the following:

- Agenda
- Meeting minutes
- Sign-in sheet
- Coalition roster
- Action item tracking sheet

Agenda (Appendix A): The agenda provides general meeting information including date, time location, topics, and topic time frames. Agendas identify the topics to be discussed at the meeting and help prevent a lack of focus or direction, as well as keep the meeting running in a timely manner. Content for the meeting will be discussed and determined by coalition leadership and then incorporated into the agenda. The agenda will be disseminated to the invited coalition members prior to the meeting so they can prepare. An Agenda Template is available for use.

Meeting minutes (Appendix B): The meeting minutes provide important information about the meeting including the date and location, type of meeting, attendees, action items, and summary. Meeting minutes provide a record of activity and discussion at each meeting. Meeting minutes should be compiled within the week following a coalition meeting to ensure the details are fresh and accurate. Minutes will be reviewed with coalition leadership then sent to the coalition members for their own record and referral. A Meeting Minutes Template is available for use.

Sign-In sheet (Appendix C): The Sign-In Sheet should be printed and completed for each coalition meeting in order to identify the attendees' names and contact information (e.g. email address). Sign-In Sheets are important to identify who regularly attends the meetings

and allows leadership to know if attendance is decreasing so they can re-engage those members. A Sign-In Sheet Template is available for use.

Roster (Appendix D): The roster is a running document (excel file) of all members involved in the coalition. Rosters include the member's name, email, phone number, position, employer, subject, and committee. This allows the coalition members to know who is at the table, and how to contact them if needed. The roster should be immediately updated upon the addition of a new member. There may be multiple rosters for one coalition (.e.g. Active members' roster and Master Roster for anyone who has ever been involved). A Roster Template is available for use.

Action item tracking sheet (Appendix E): The action item tracking sheet is a resource to keep track of action items that are decided in coalition meetings, subcommittees, leadership calls, or any other meeting in which action items result. This template also allows coalition members and leadership to set measures of success and track these over time in the form of process indicators and outcome indicators. Process indicators are defined as measures of the direct products and deliverables of the activities, for example if the given task was to schedule regular meetings with coalition leadership, then process indicator would be that the regular meeting was scheduled for the next six months. However, outcome indicators are defined as changes that indicate the success of a specific action. Using the same example, an example of an outcome indicator might be that the coalition leadership meetings resulted in 80% or more "Strongly Agree" responses for meeting effectiveness.

Organized Coalition Meeting Protocol: Timeline

4 Weeks Prior to Coalition Meeting (1 week following previous meeting)

- Write meeting minutes and action items from previous meeting using the Meeting Minutes Template
- Confirm next meeting (date, time, and location) with leadership
- Reserve meeting location if necessary
- Send meeting minutes to leadership
- Send picture/copy of PDSA templates to TAC County Coordinator for entry into learning communities

3 Weeks Prior to Coalition Meeting

- Identify agenda topics with coalition leadership

2 Weeks Prior to Coalition Meeting

- Create draft agenda using the Agenda Template
- Send draft agenda to leadership for approval
- Send email and outlook reminder of coalition meeting to all people invited
 - o include meeting minutes and any relevant coalition

- Include reminders of action items to coalition subgroups

1 Week Prior to Coalition Meeting

- Send email reminder of coalition meeting to all people invited
 - Include agenda for upcoming meeting
 - Include reminders of action items to coalition subgroups
- Print supplies needed

Day of Coalition Meeting:

- Items to bring
- Agenda
- Sign-In Sheet
- Presentation, if applicable
- Pens
- Plan Do Study Act Grids, if applicable
- Coalition Documents, e.g. Strategic Plans, if applicable
- Meeting Evaluations

Organized Coalition Meeting Protocol: Timeline

