
Issue Date: November 28, 2023

Building Your Steering Committee

Purpose

This document is designed to help leadership teams thinking about the development of a steering committee that will help guide and support the Portrait of a Graduate (PoG) work.

Goal

To provide an overview for the steering committee planning.

Why?

Fostering a robust steering committee dedicated to supporting, guiding and undertaking the PoG process is an important first step in ensuring a successful, equitable, and sustainable PoG.

A primary goal of the PoG process is to elevate the perspectives of all community partners; therefore, a committee with diverse representatives brings together key partners who have a vested interest in the success of future graduates. The goal is to recruit people who have different expertise, perspectives and roles both in the district and wider community. By having representatives with different connections to the school system, the committee ensures that the process of collecting feedback and formulating a PoG takes into account various viewpoints. An active steering committee acts as a bridge between the district leadership and its community partners. Having a diverse committee helps foster transparency, obtain valuable input, and build community involvement. Ultimately the steering committee prevents the PoG from becoming a siloed created in isolation by district leadership and instead promotes a unified approach towards achieving the community's goals for all of their graduates.

How?

Identify key community partners. These partners need to include people familiar with the internal operation of the school district as well as individuals with strong connections to the greater community. Consider their expertise, influence, and ability to contribute to the committee's objectives. Remember to identify and include representation from groups who have been historically marginalized.

Recruit individuals to join the steering committee. Clearly communicate the expectations, time commitment, and responsibilities associated with



the role. Ensure that the selected members have the desired community connections and availability to contribute effectively.

Engage committee members in the process. Establish a schedule for regular meetings that are informative and productive. Utilize the strengths and experiences of the group to keep the work moving forward and committee members actively involved.:

Roles

Shared leadership and responsibility will foster a sense of belonging and divide the workload between group members. An individual may hold more than one role. Roles may be shared and changed throughout the process and at different events.

- Designer: design plans and agendas for soliciting feedback at community conversations, focus group meetings, workgroups, and other meetings.
- Convener/Co-facilitator: lead community conversations, focus group meetings, workgroups and other meetings.
- Listener / Note taker: record notes during community conversations, focus group meetings, workgroups, and other meetings.
- Data synthesizer: find common themes and threads from community conversations, focus group meetings, workgroups, and other meetings.
- Writer / Reviser: draft vision, core beliefs, strategies, and action steps from notes and synthesized themes and threads.
- Communications specialist: communicate details of upcoming events to ensure robust attendance, especially from historically marginalized community partners AND share the process and emerging work with community members.
- Logistics Planner: organize the data collecting events and/or steering committee meetings.
- Equity checker: remains focused on systemic hurdles for particular groups of community partners and pushes the team to troubleshoot and obstacles.
- Community liaison: helps to build connections between the committee and the organizer of events and the community partners that will be participating.
- Ambassador of joy: brings fun and levity to gatherings and meeting.