• How committees fit into NAPE
• How committees work
• What are the NAPE committees open for all Members
• Tentative Timeline
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HOW COMMITTEES FIT INTO NAPE
Our MEMBER ENGAGEMENT goal is to support members through discovery, connection, and taking action. Let's find ways to learn, implement and innovate in a way that improves our day-to-day work and has the potential to positively impact our peers and partners in the field.

- **Discover**: exchange knowledge about what works and what doesn't
- **Connect**: adapt equity solutions that create and sustain new partnerships as needed
- **Take Action**: implement solutions, monitor progress through policy solutions, and continuously improve through advocacy
NAPE has a number of member engagement opportunities that encourage all Members to explore collaborative ways to improve their day-to-day equity work while making progress against underlying root causes.

- **1 hour +**
  - Web based events & content
    (i.e. Monthly Member Web series)

- **1 day +**
  - In-Person Events & Partner Collaboration
    (i.e. NAPE Annual Summit)

- **6 months +**
  - Long-Term Projects
    (i.e. NAPE committees)
HOW NAPE COMMITTEES WORK
OVERVIEW

Committees are one of NAPE’s tools for building trust, learning, and collaborative problem solving. They are...

- **Challenge Focused**: Outcomes are directly related to addressing member feedback from NAPE Membership through our annual survey.

- **Cross-Function**: Each committee is led by a NAPE Executive Committee Chairperson and is open to all NAPE Members, (between 3-7 participants in most cases).

- **Time-Bound & Outcome-Driven**: The committee commits to work together over 9 months (October through June) towards a meaningful outcome.

- **Led by Members**: NAPE staff provides the scaffolding but Members owns the work and commit to sharing information about their experience with NAPE staff and learnings from their work with the member network.
WHAT TO EXPECT FROM EACH OTHER

Bringing the committees model to life requires committing to specific actions -- commitments you make to each other as teammates:

- **Active Engagement:** Take on specific roles; complete assigned responsibilities; provide input and feedback in a timely manner; bring specific expertise; respect the expertise of others; hold self accountable for collective work product and team success.

- **Consistent Participation:** Attend (or contribute to) all meetings:
  - Virtual Work Sessions (~1/month, as decided by team)
  - If relevant to team: Working together to “package” your work and participating in sharing it with the Membership.

- **Transparency & Integrity:** We know things change. If you find that you can no longer participate in the way you originally committed (actively engaging and consistently participating), please reach out to Executive Committee Leadership and NAPE Staff immediately so we can help sort out the best solution! We’ll also reach out if we notice a change in your ability to meaningfully engage.
WHAT TO EXPECT FROM NAPE STAFF

NAPE Staff commits to removing all relevant barriers to collaboration, for example:

Ongoing Logistical Support:
- Providing tools and templates
- Helping schedule virtual work sessions and set up video conferences (Zoom)
- Sharing in collaborative note taking (via Google Docs) during virtual work sessions, plus follow-up on next steps
- Recording virtual work sessions for later access as needed
- Providing space, supplies, and food for in-person sessions - at the NAPE Summit

Knowledge Gathering:
- Connecting teams to specific individuals or organizations within the network.
- Connecting subcommittee’s to the Membership Network to gather insights, roadblocks, best practices, etc. from the front lines of the classroom, and institutions through surveys, interviews, or “focus groups”.
- Connecting teams to technical expertise (ie: survey design, specific project processes, etc.)
- Collecting data via NAPE-distributed surveys of specific subsets within the network.
- Hosting special opportunities to get feedback from other NAPE partners at our Summit (requires advanced sign-up and preparation)
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<td>Web Series Kick-off – Teacher Wellness</td>
<td>Member Web Meeting – Fueling the STEM Teacher Pipeline</td>
<td>Member Web Meeting – Public Policy Update</td>
<td>Member Web Meeting – Promising Practices to close Equity Gaps in CTE</td>
<td>Member Web Meeting – TBD</td>
<td>Member Web Meeting – National Summit Preview</td>
<td>ANNUAL SUMMIT and CELEBRATION</td>
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<td>Virtual Work Sessions</td>
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<td>Work is shared with the network (TBD)</td>
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<td>Teams form common purpose, goals, approach, and roles</td>
<td>Teams makes progress against goals</td>
<td>Teams narrows in on shared understanding of outcomes</td>
<td>Teams make progress and level of fidelity toward outcomes</td>
<td>Teams makes progress and determines level of fidelity of outcomes</td>
<td>Teams gear up for last burst of effort</td>
<td>Teams wraps up their work or determines how they will continue if determined by team, work continues.</td>
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2023 COMMITTEES
2023 COMMITTEES

AWARDS

- Review award criteria
- Create and implement award application and selection process
- Manage the awards program at the Summit.

PUBLIC POLICY & ADVOCACY

- Stay informed regarding federal legislative activity affecting equity primarily in education (and workforce development when available)
- Work with the Public Policy Associate Director, Lauren Hall, and Michael Tinsley, College System of TN to draft position papers

MEMBER SERVICES

- Identify membership renewal and recruitment strategies, incentives and communications that encourage “the field” to explore NAPE as an opportunity.
- Structure periodic membership surveys, outreach, and web meetings centered on the understanding of the priorities, challenges, innovations and specific needs of NAPE Members and their partners.
- Welcome new Members to the community.

NATIONAL SUMMIT

- Develop and implement the agenda for the National Summit for Educational Equity
LEADING A NAPE COMMITTEE
WHAT YOUR TEAM WILL EXPECT FROM YOU

Committee chairs are critical to NAPE’s success. Along with actively contributing to the work and honoring the time commitment, this role requires a special set of Member leadership skills.

- **VISION & LEADERSHIP:** Chairs put forth the initial vision, goals, and outcomes. They then review and finalize with committee members, leading and inspiring others within a shared vision for change.

- **RESULTS ORIENTATION:** Chairs empower the team to translate vision into action.

- **COLLABORATIVE PRACTICES:** Chairs create the context for all members to effectively contribute to the work without formal authority.

- **COMMUNITY BUILDING:** Chairs invest in relationships with and among members of the team.

- **SYSTEMS-CHANGE ORIENTATION:** Chairs mobilizes change with a big-picture viewpoint.
APPENDIX: MORE RESOURCES FOR PARTICIPATING
USE GOOGLE DOCS FOR ALL COMMITTEE WORK

To aid in collaboration, we encourage the use of Google Docs for all work products. Using a Google Doc is very similar to using a Microsoft Word file, except others can collaboratively work in the document with you and you never need to remember to save!

If you are used to opening Microsoft Word every time you start working on something, it can be tricky to get into the habit of using Google Docs instead. However, the benefits really outweigh that difficulty. We ask that you use Google Docs because:

- They are collaborative and show live updates—everyone can type at the same time and see what one another are doing in the doc.
- They save automatically (if you’re connected to the internet)
- You don’t need to worry about version control—unlike attachments, everyone with the link will always see the latest version of the document and you can also look back at previous versions if needed.
- You’ll always know where to find the file—everyone will access it from the same link.
- You don’t need to worry about what software team members have available—no more compatibility issues.

If you need to create something in another software program, please be sure to upload to your committee folder anyway and try to send out links to docs rather than attachments. Everyone in the team should be able to easily find and access files.

Haven’t used Google Docs or need refresher? No worries! Here are a few helpful links to get you up to speed:

- [https://www.gcflearnfree.org/gogogedriveandddocs/](https://www.gcflearnfree.org/gogogedriveandddocs/)
- [https://support.google.com/docs#topic=](https://support.google.com/docs#topic=)
GOOGLE DOCS CHEAT SHEET

● Google Docs: an online word processor that lets you create and format documents (*compares to Microsoft Word*)

● Google Sheets: an online spreadsheet app that lets you create and format spreadsheets (*compares to Microsoft Excel*)

● Google Slides: an online presentation app that lets you create and format presentations/slideshows (*compares to Microsoft Powerpoint*)

● Google Drive: a service from Google that allows you to store files online and access them anywhere (*similar to the folder structure on your computer*)
CONDUCT VIRTUAL WORK SESSIONS VIA ZOOM

Zoom is a tool that allows for video conferencing, screen-sharing, group messaging, and audio-only calls (when needed). Zoom is accessible on Windows and Mac computers, as well as through Android and iOS mobile apps. We love Zoom because it’s easy to use, records meetings for later viewing, and improves virtual collaboration for teams!

NAPE will set up a Zoom link for you whenever you plan to have a virtual work session. To access the call, just click on the link that has been provided to you for that meeting. If you’ve used Zoom before, the call will launch automatically. If you’ve never used Zoom, you’ll want to follow the steps outlined here.

When your call launches, you’ll have the choice to use your computer for audio or to call in to a unique phone number for audio. We recommend you call in on a phone, as the sound quality is often better, and you’ll still be able to hear the conversation if your internet cuts out. If you do choose to use your computer for audio, we recommend using headphones. Having the sound play out loud on your speakers can cause feedback that creates echoes and makes it hard for others to hear. You can also try muting yourself when not speaking.

We encourage everyone to have their video feature turned on while in the session, we find it really helps enable the conversation and collaboration if everyone can see each other!
THANK YOU