



Wisconsin Afterschool Network (WAN) Regional Leadership Team Job Description

Draft discussed on the 4/29/08 WAN Regional Network Wisline Web and on the 5/9/08 WAN State Leadership Team, slightly revised 5/13/08. Send input to carrie.hovland@uwex.edu and Kathi.vos@uwex.edu

Purpose:

The *purpose* of the Wisconsin Afterschool Network (WAN) is threefold. As a grantee of the Charles Stuart Mott Foundation, WAN is charged with developing *partnerships*, improving *program quality*, and advancing a *policy* agenda for school based or school linked after school programs. The regional networks have been formed to help carry out this threefold mission throughout Wisconsin. However, WAN Regional networks are intended primarily, to be a peer support network that builds partnerships to improve program quality, as well as work with the WAN State Leadership team to advance a common afterschool policy agenda. To do this, each WAN region will have a WAN Regional Representative on the WAN State Leadership Team and a WAN Regional Coordinator, along with 2-4 planning team members.

WAN Regional Leadership Team Goals:

1. Coordinate at least two WAN gatherings in each of the four WAN Regions each year and participate in an Annual Summit of WAN Regions in conjunction with a statewide training event
2. Support local, regional and statewide systems to ensure **programs** are of high **quality**
3. Create a sustainable structure of statewide, regional and local **partnerships** that focuses on supporting high quality afterschool programs by strengthening and connecting private and public partnerships.
4. *Assist* the WAN State Leadership Team in the development and growth of local, regional and statewide **policies** to secure resources needed to sustain new and existing afterschool programs.

Incentives -- *What's in it for me?*

Members of the WAN Regional Leadership Team will:

1. Plan and participate in quality training events showcasing best practice
2. Get the latest scoop on funding, grants and policy developments
3. At WAN gatherings, get a FREE lunch, exciting door prizes and opportunity to network and share program ideas, challenges and solutions.
4. Contribute to WAN statewide goals by mobilizing WAN regional plans to:
 - o Improve program quality
 - o Strengthen partnerships
 - o Assist the WAN State Leadership Team on policy and funding efforts.
5. Have a direct voice on the WAN State Leadership Team via your WAN Regional Rep

Membership:

Three - five people per WAN region (NE, SE, NW & SW) with representation from:

- 21st Century Community Learning Centers
- WAN partners who are active in either WAN State Leadership Team
- 4-H Youth Development Educators
- Other key partners representing families, law enforcement, local government officials, child care providers, business, philanthropy and other community youth serving agencies

and civic organizations committed to the need for quality after school and summer programs for all youth!

Functions and Procedures:

1. The WAN Regional Leadership team plans all regional gatherings. The gatherings focus on program quality and other training needs of the region.
2. An online WAN Training survey will be available to help identify needs and trainers.
3. The **target audience** for the regional network meetings may vary depending upon the training topics proposed. Some training topics will be appropriate for program directors, site managers and youth development professionals providing support. For other training topics, it may be appropriate to bring along youth and adult volunteers and front line staff who work directly with kids. Some WAN Gatherings may schedule WAN Goal Team meetings at the front end of the meeting and save the other half of the meeting for training front line staff and volunteers.
4. All training should showcase best practices. Teams of youth and adults partners are encouraged to present. Linkage to current research will be encouraged.
5. 4-H Youth Development Specialists and the WAN Executive Director will provide consultation and support to the WAN Regional Teams. However, limitations on staff time do not allow them to be present at all WAN Regional gathers, but they are eager to attend based on requests.
6. A \$2,000 training fund/year is allocated to each WAN region to pay for meals and meeting expenses. The WAN Regional Coordinator will work with Tom Carpenter tom.carpenter@uwex.edu to access these funds.

Communication:

The following WAN Regional list-serves will be maintained by tom.carpenter@uwex.edu . Contact him if you need to make updates.

- wan-ne-region@lists.uwex.edu This list contains the email addresses for those who are in the Northeast region of the state. Currently 108 members.
- wan-nw-region@lists.uwex.edu This list contains the email addresses for those who are in the Northwest region of the state. Currently 90 members.
- wan-se-region@lists.uwex.edu This list contains the email addresses for those who are in the Southeast region of the state. Currently 151 members.
- wan-sw-region@lists.uwex.edu This list contains the email addresses for those who are in the Southwest region of the state. Currently 114 members.

Communication channels will be streamlined after October 1, 2008 with the development of a UWEX website featuring “Contribute” software that provides options for:

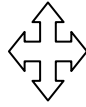
- A password protected space on the WAN webpage
- Opportunity to contribute to a regular scheduled online Newsletter similar to the 4-H “Youthline”
- Opportunity to contribute to an online calendar.

Teleconference and Wisline Web services are available as well as access to Extension’s distance learning courseware entitled “Desire2Learn. Contact tom.carpenter@uwex.edu if you wish to use these communication tools. We are currently experimenting with web based group project planning tools such as “Wetpatin.com” but it is too early to tell if this will be useful to the WAN Regions.

WAN Regional Leadership Team

WAN Regional Coordinator of Leadership Team:

Acts as the point person and is responsible for initiating and coordinating planning of regional gatherings with the rest of the WAN Regional Leadership Team. Coordinator will also facilitate communication amongst other WAN Regional Leadership Team Members. This person manages a \$2,000 fund to support these meetings.



Regional Representative to the WAN State Leadership Team:

One representative from each of four WAN regional networks participate in both their WAN Regional events as well as WAN State Leadership Team meetings. They help form a policy platform and strategies for carrying that agenda forward. These representatives serve as a key communication link between their region at the WAN State Leadership Team. See the WAN State Leadership Description for more information. This group will meet *at most 6 days per year.*

3-4 Other WAN Regional Leadership Planning Team Members: Will work with the WAN Regional Coordinator to plan and facilitate at least two WAN regional gatherings each year. They will also be invited to attend the Annual Summit of WAN Regions and participate in Wisline Web, Wisline teleconferences and other distance learning training and planning as needed.

WAN Regional Leadership Team Commitment:

Terms for the WAN Regional Leadership Team, as well as the Regional Coordinator are for two years and can be renewed for as many terms as interest and need dictate. The term for the WAN Regional Rep to the WAN State Team is two years, with the option for one additional term. Refer to the WAN State Leadership Team Job Description for more information on those expectations.

1. **Planning Time** – Most of the planning will be done via phone, e-mail as well as using web based planning tools. Some travel expenses are available if teams need to meet face to face. It's anticipated that WAN Regional Leadership Team members will participate in one or two short (45-60 min.) phone conference to plan each regional WAN gathering. It is expected that each WAN Region holds at least two gatherings/year (*Estimated Contribution = Minimum of 4 hours hours/year, with additional time for travel, personal planning and preparation.*)
2. **Meeting Time** – Minimum of two half day WAN Regional gatherings in each of the four regions, along with a one day Statewide Summit of WAN Regions help prior to a statewide training event. (*We anticipate that this may occur on March 27, 2009 in Wisconsin Dells in conjunction with the Wisconsin After School Association Conference. Estimated contribution = Minimum of two half day regional face to face meetings in spring and fall, along with another day for the Statewide Summit of all WAN Region for a **minimum of two half day meetings and one full day meeting**, with additional time for travel, personal planning and preparation.*)
3. **Administrative Support** – To do this job, WAN Regional Leadership Team partners need to seek support from their local administrators. Both will be asked to fill out and sign a Memorandum of Understanding (MOU) to define their commitment and contributions.