

Controlling Asthma in American Cities Project Roles & Responsibilities

The *Controlling Asthma in American Cities Project* is organized into five segments – I) the Grant Management Team, II) Leadership Team, III) workgroups, IV) staff, and V) evaluators. All individuals and organizations involved with the project are encouraged to review and sign the Participating Agreement. This document is intended to define the role and responsibilities of each of these segments of the project.

I. Grant Management Team

Membership:

- The Grant Management Team is comprised of the principal investigator, co-principal investigators, a representative from each of the communities of Minneapolis and Saint Paul, an ALAMN representative, and staff.
- The Grant Management Team will be chaired by the principal investigator.

Roles & Responsibilities:

- The Grant Management Team has financial and management oversight responsibility for the grant including ensuring grant compliance to the CDC.
- Ensure that the project follow approved processes
- Endorse project priorities as established by the Leadership Team
- Endorse project budgeting

- In the assessment/strategic planning phase of the project, GMT had the following responsibilities:
 - Draft project budget
 - Form Leadership Team
 - Direct grant
 - Guide baseline assessment
 - Select external evaluators
 - Work with evaluators to clarify evaluation questions, provide information to evaluators upon request, and review evaluation reports
 - Endorse the strategic plan

II. Leadership Team

Membership:

- The voting members of the Leadership Team will consist of between 12 and 20 leaders and decision-makers, as well as representatives from the community
 - Staff should disclose any financial or other conflict of interest of any members when appropriate and before any the budgeting process – this also includes honorarium such as evening training presentations

- The Leadership Team will be chaired by the co-principal investigators, who are also the original Twin Cities Asthma Coalition co-chairs
- The chair of each workgroup will serve as voting members of the Leadership Team.
- Guests will be welcome at all meetings as limited participants, but without voting or lobbying rights
- New Leadership Team members will be added if the following criteria are met:
 1. There is a new workgroup chair
 2. A LT member resigns
 3. It is appropriate for success of project and sustainability
 - The new member should meet the following criteria:
 1. Ability to coordinate project efforts
 2. Ability to enhance the project
 3. Help with sustainability
 4. Vestment in the project (beyond a simple interest in asthma)
 5. Fill a gap/"hole" in terms of representativeness
- If the workgroup chair (who also sits on the Leadership Team) resigns as workgroup chair, that person may maintain membership on the Leadership Team, following discussion by the Leadership Team.

Roles & Responsibilities:

- Leadership Team Co-chairs & Co-Principal Investigators will have the following roles:
 1. Serving on the Grant Management Team
 2. Facilitating communications between the Leadership Team and the Grant Management Team to include sustainability and publications.
 3. Communicating regularly with staff to outline agenda items, review previous minutes/decisions, and discuss possible action steps for the Leadership Team
 4. Ensuring that meetings follow an agenda and proceed efficiently
 5. Proposing necessary "next steps" to the Leadership Team members
 6. Providing leadership to achieve deliverables
 7. Serving on the Sustainability Workgroup
 8. Serving on the Publications and Dissemination of Project Findings Workgroup
 9. Staying informed with the evaluation team including attending meetings and receiving emails related to overall project evaluation efforts
- Leadership Team Responsibilities include:
 1. Direct the strategic plan including grant and coalition activities
 2. Develop budget recommendations & approve budget (*See Budget Decision-Making Process for more details*)
 3. Develop and approve sustainability recommendations (*delegated to Sustainability workgroup to develop*)
 4. Make connections between systems and providers
 5. Approve workgroup strategies and activities

III. Workgroups

Membership:

- Workgroups will be comprised of professional, community, business, and lay representation throughout Minneapolis and St. Paul.
- Membership is open to all interested persons, with emphasis for recruitment on those with expertise in the field(s) pertinent to the workgroup's interventions.
- Recruitment of new members is conducted by the workgroup members and leadership.
- Workgroups will be chaired by an individual selected in the following manner:
 1. Workgroup identifies and nominates
 2. LT discusses and approves workgroup chair
 3. Individual becomes LT voting members
 4. Existing workgroup chairs are "grandfathered" into this process
- Workgroups will be staffed by project staff from the American Lung Association of Minnesota.

Roles & Responsibilities:

- Workgroups during the implementation phase will be formed, as appropriate, to guide each intervention.
- Workgroup members will participate in the following:
 1. Plan strategies and activities to meet priorities set by the Leadership Team
 2. Develop budget recommendations specific to the workgroup
 3. Work with evaluators to provide information to them as needed and develop evaluation plan for each intervention of the workgroup
 4. Oversee operational needs of each intervention of the workgroup
- Workgroup chairs will serve as voting members of the Leadership Team and perform the following functions:
 1. Serve as primary point of contact for Leadership Team
 2. Assist with community connections appropriate to the intervention
 3. Develop/review publication plan 2x / year
 4. Develop/review sustainability plan
- The staff member for each workgroup is responsible for the following tasks: (*also see the role of staff in IV below*)
 1. Set agenda in conjunction with the workgroup chair
 2. Take minutes for each meeting
 3. Prepare for meetings and trainings including copies and materials
 4. Coordinate logistics of intervention activities in conjunction with workgroup chair and members

IV. Project Staff

Membership:

- Project staff at the American Lung Association of Minnesota includes the project manager, two managers, project administrator, and administrative support staff.

Roles & Responsibilities:

- Responsible for grant (*financial*) oversight and contract management, including budget preparation (*with LT and GMT*) and management
- Establish priorities in conjunction with the Leadership Team
- Central staff supervision
- Communications with CDC
- Public relations about the project
- Ensure that activities meet legal, financial, and ethical standards and contractual obligations.
- Provide staff support to each intervention (*see staff responsibilities under III above*) as well as Evaluation Team, Leadership Team, and Grant Management Team
- Facilitate or lead the interventions

V. Evaluation Team

Membership:

- Evaluation team will be comprised of a up to three evaluators selected by the Grant Management Team (in planning phase) for the particular skills and expertise needed by the project, including but not limited to process evaluation, outcome evaluation, qualitative and quantitative methodologies, and statistical analysis.

Role of the evaluation team

- Report findings to workgroup, GMT, LT, CDC, and staff
- Report to ALAMN upon request (Written format)
- Input at meetings upon request
- Serve as LT facilitators upon request
- Provide data and methods for publication efforts
- Lend their expertise in reviewing draft publications
- Develop evaluation methodology for each intervention in consultation with workgroup chairs, staff, and the Leadership Team

The matrix below outlines the roles appropriate to the various segments of the project.

Roles/Responsibilities Appropriate to Various Project Segments

	Grant Management Team	Leadership Team	Workgroups	Staff
Policies	Ensure grant compliance	Direct grant and coalition activities Maintain LT membership	Develop recommendations for grant activities	Correspond and report to CDC
Priorities	Endorse priorities	Establish priorities in conjunction with ALA staff Approve strategies and activities of workgroups	Plan strategies and activities to meet priorities	Establish priorities in conjunction with the Leadership Team Manage daily activities: communications, public relations, fiscal management, etc. Provide staff support to GMT, Leadership Team, and coalition workgroups Facilitate and/or lead the interventions
Fiscal responsibility	Ensure grant compliance Endorse budget recommendations from LT	Develop budget recommendations for entire project	Develop budget recommendations for workgroup specific interventions	Develop project budget in conjunction with GMT and LT Manage grant funds, expenditures, and accounting
Evaluation	Select the external evaluators (during planning phase) Work with the evaluators to clarify the evaluation questions Provide information to the evaluators, upon request Review the evaluation reports and take appropriate action	Work with the evaluators to clarify the evaluation questions Provide information to the evaluators, upon request Review the evaluation reports and take appropriate action	Provide information to the evaluators, upon request Work with evaluators to clarify intervention specific evaluation questions	Develop the request for proposals and manage the review process for evaluation contractors Execute contracts Work with the evaluators and workgroups to clarify the evaluation questions and develop evaluation plans in compliance with CDC Provide information to the evaluators, upon request Review the evaluation reports and take appropriate action Any evaluation efforts led by staff will have oversight by the Evaluation Team
Strategic plan	Endorse strategic plan	Direct strategic plan	Provide recommendations for workgroup specific interventions to meet the priorities of the strategic plan	Provide staff support to develop and execute strategic plan Recruit all segments of the community to participate in the coalition
Community Linkages		Make connections between systems and providers	Make connections to community related to workgroup activities	Make connections between systems and providers