

Twin Cities Metro Asthma Coalition
Controlling Asthma in American Cities Project
Drafted Mary 29, 2002

Updated January 5, 2005 by Janny, Gail, and Jill (updates listed in italics)

Updated April 27, 2005 by Janny, Gail, and Jill (underlined)

Description of Leadership Team Co-Chairs' Role

The co-chairs of the Leadership Team will be responsible to the project by:

- Serving on the Grant Management Team
- Facilitating communications between the Leadership Team and the Grant Management Team to include sustainability and publications.
- Delete this line - Reporting to the LT after receiving strategic plan information from community sector workgroups and staff. (ISN'T THIS THE RESPONSIBILITY OF THE WORKGROUP CHAIRS?)
- Communicating regularly with staff to outline agenda items, review previous minutes/decisions, and discuss possible action steps for the Leadership Team
- Ensuring that meetings follow an agenda and proceed efficiently
- Proposing necessary "next steps" to the Leadership Team members
- Providing leadership to achieve deliverables
- Bringing enthusiasm to the implementation process
- Delete this line - Engaging the enthusiasm of others
- *Serve on the Sustainability Workgroup (Gail Brotzman)*
- *Chair the Publications and Dissemination of Project Findings Ad Hoc Workgroup (Janny Brust)*
- *Stay informed with the evaluation team (defined as being invited to evaluation team meetings and receiving emails).*