

# ORGANIZING AN ACTION TEAM

Harbor View School  
Baltimore, Maryland

As School/Family/Community/Partnership Chairperson for Harbor View School, I decided that an organizational chart would help Action Team members manage their responsibilities and workload. The chart identifies the following four positions on the Action Team.

The Key Contact Chairperson oversees the entire school-family-community partnership program in the school. This person brings together the total group and makes sure each committee understands its goals. The Key Contact Chairperson works with the Action Team's committees to discuss ideas, concerns, complaints, and opinions. This person represents the school in meetings with the district facilitator and helps coordinate meetings on school-family-community partnerships with other schools and with the broader community. The Key Contact Chairperson also makes sure all required information for the district facilitator and the National Network of Partnership Schools is turned in on time.

The Co-Contact Chairperson is designated to take over meetings and other responsibilities if the Key Contact Chairperson is unable to do so. This person serves as a "vice-president" to the Key Contact Chairperson. The Co-Contact Chairperson should have as much knowledge about school-family-community partnerships as the Key Contact Chairperson. The two team leaders may report to the school improvement team and other groups about the school's program of partnerships.

Co-Chairpersons are responsible for overseeing a committee on one of the six types of involvement. These committee chairpersons serve as a source of knowledge to keep their committees organized and implementing specific activities. It is the Co-Chairperson's responsibility to make sure that all committee members follow through with their responsibilities. The Co-Chairpersons report directly to the Key Contact Chairperson.

The fourth position on the Action Team is the Committee Member. Committee members work together to implement the activities for each type of involvement in the One-Year Action Plan. They become the school's experts in each type of involvement. The Key Contact Chairperson may delegate new work that arises during the school year to the appropriate committee to share the workload. Committee members report to the Co-Chairperson.

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Harbor View School adapted its organization of Action Team committees from Action Team Structure #1 found in *School, Family, and Community Partnerships: Your Handbook for Action*, page 101.

Note: Members of the National Network of Partnership Schools may choose among several Action Team structures to organize their work on school, family, and community partnerships.