Community of Practice on Autism Spectrum Disorders and other Developmental Disabilities (CoP ASD/DD)—Steering team expectations

Steering Team

Purpose Statement
*The Steering Team is a working group that shares responsibility for planning, facilitating, and evaluating the CoP ASD/DD large group; encouraging Ad Hoc Groups; identifying current issues and ideas and working to bring partners together.*

Expectations of Steering Team members

**General:**
- Take a leadership role in planning, facilitating, and/or evaluating the CoP ASD/DD
- Actively participate in the Large Groups meetings
- Review feedback forms and suggest ways to improve the CoP ASD/DD
- Identify emerging issues, topics, venues, and partners for the CoP ASD/DD
- Assist in identifying a Lead Event Planner(s) for each meeting
- Take responsibility for new ideas
- Share in the rotating roles (e.g., notetaker)

**Attendance:**
- Attend as many steering team meetings as possible
- The team will meet three times a year by phone to plan the CoP ASD/DD meetings, once a year in person to review the past year and envision the upcoming meetings and as needed after each Large Group meeting

**Communication:**
- Email and phone will be the primary modes of communication
- Prompt response is expected to any questions and concerns
- There will be a Waisman staff person in charge of the official steering team roster who will be in close contact with the person in charge of the WISC-U database

**Financial:**
- Share information about opportunities for funding for the CoP ASD/DD especially to provide stipends for parents and self-advocates
- Look for ways to integrate the CoP ASD/DD work with your existing work
Steering Team Role Explanations

Co-Chairs:
- Facilitate and lead Steering Team meetings.
- Set the agenda for Steering Team meetings.
- Work closely with the Roster Keeper, Note Taker and Lead Event Planner to help assure continuity and quality.
- At least one co-chair should be a parent of a child with ASD/DD.
- It is expected one co-chair will rotate off as co-chair each year as a new co-chair comes on board.

Roster Keeper: (For the 2012-2013 the roster will be maintained by the Waisman Center)
- Maintain a contact list of all steering team members
- Send out notices of steering team meetings
- Work with the note taker to send out meeting minutes and post minutes
- Work with the database person to update steering team information in the database or be the database person at Waisman.
- For 2012-2013, the Roster Keeper will also maintain the listserv.

Note taker:
- Record the attendance, highlights, decisions, outstanding issues and next steps from Steering Team meetings.
- Send Steering Team meeting notes to Steering Team members and post at a site TBD.
- Rotate for each meeting per schedule.

Lead Event Planner (does not have to be a member of the Steering Team):
- Convene a planning team to plan the meeting (at least one member on the planning team should be affiliated with the Waisman Center or CYSHCN).
- Plan and facilitate planning meetings
- Work with the Steering Team (or members of the Steering Team on the Planning Team) to identify the topic, presenters, location, format of the meeting
- Oversee registration of attendees
- Ensure feedback from the event
- Identify lunch options for Ad Hoc Groups and others to meet after the CoP ASD/DD
Options For Involvement—There is a place for everyone.

Where can I be involved?
Start by signing up the CoP ASD/DD Listserv and then attend a Large Group Event and get as involved as you are able and then stay as involved as you can.

Be on the CoP ASD/DD Listserv You will receive updates on CoP ASD/DD activities and items of interest (you may be asked to be removed at anytime). If you are on an event team, an action team, or serving as a liaison, you must be on the listserv.

Attend a CoP ASD/DD event Large Group Events are held three times a year around Wisconsin (One might be a video conference). These events are an opportunity to come together to learn from experts, share our experiences, collaborate on solutions and improve the system of care. We include network time and options for Ad Hoc Teams to meet.

Be a part of an Ad Hoc Groups Ad Hoc Groups are formed by people who come together around a shared issue and interest in working on that issue. Ad Hoc Groups may come together around emerging issues, cross-system integration, system change and more. Ad Hoc Teams are led by one or more facilitators.

Be on an Event Team The Event Team plans one Large Group Event and is facilitated by one or more Lead Planners. At least one member on the planning team should be affiliated with the Waisman Center or WI CYSHCN. The Event Team will normally meet outside of Steering Team meetings to plan the event but work closely with the Steering Team (or members of the Steering Team on the Event Team) to identify the topic, presenters, location, format of the meeting. Some of the tasks of the Event Team are to promote the event, oversee registration of attendees, ensure feedback from the event and identify lunch options for Ad Hoc Groups and others to meet after the event.
Be a Liaison  Liaisons are aware of what the CoP ASD/DD and the Steering Team are working on. Liaisons carry back the information to their organization and carry their organizations input to the CoP ASD/DD. They are viewed as content experts for their areas (e.g., DPI, BPDD, ASW). Liaisons may choose to serve on the Steering Team (see Steering Team Expectations).

Serve on the Steering Team  The Steering Team is a working group that shares responsibility for planning, facilitating, and evaluating the CoP ASD/DD large group; encouraging Ad Hoc Groups; identifying current issues and ideas and working to bring partners together. As a working group, we have identified some expectations of our members:

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Our Purpose: The purpose of the Community of Practice on Autism Spectrum Disorders and Other Developmental Disabilities (CoP ASD/DD) is to bring together diverse stakeholders from across the state to:
- learn together
- exchange information, opinions and resources
- engage in partnerships and collaborative efforts

Our goal is to improve the formal and informal systems of services and supports for individuals with ASD/DD, their families, and the professionals who work with them.

To get involved, contact wiconnections.asd.dd@gmail.com