

Next Step 2013 Roles & Responsibilities Chart

R.A.C.I. = Responsible, Accountable, Consulted, Informed. Note that AD for LCE is ultimately accountable for all tasks; but task accountability is delegated to members of the L-Team.

The Leadership Team is made up of:

- AD for LCE = Assistant Director of Student Life for Leadership & Civic Engagement Programs
- GA = Graduate Assistant in Student Life for Leadership
- Lead Facilitators – 2 lead facilitators
- Potentially, a Mentor/Coach? A past l-team member to consult with members of the l-team and assist with individual L-team self-assessment and setting/tracking of learning & professional development goals. (This role is helpful in years with lots of transition; can be filled by a combination of the AD and a second-year lead facilitator.

Advisory Committee <i>A= AD</i>	Leadership Team <i>A=AD</i>	Facilitators <i>A= AD</i>	Training of Trainers <i>A=Lead Facilitator #1</i>	Participants <i>A=GA</i>	Retreat Curriculum <i>A= Lead Facilitator #2</i>	Retreat Logistics <i>A=GA</i>
Recruit advisory committee members	Recruitment/selection of L-team members	Marketing & Recruitment	Logistics: scheduling, snacks, meals (w/GA)	Marketing & Recruitment	Target areas for refining / updates (w/ AD and potentially advisory committee)	Hulbert arrangements – contracts, food, communications
		Create/publish application & arrange for committee (w/GA)		Create/publish application & arrange for committee		
Communication w/ advisory committee	L-team meetings – schedule, set agendas, facilitate, communicate (e.g. send notes/agendas in advance)	Selection Process (see flowchart)	Curriculum development & polishing (w/ AD)	Selection process (see flowchart)	Curriculum development & polishing, updates and edits (w/AD)	Supplies – inventory, purchasing, arrangement/ distribution
		Alternate process/ communications				
Set up and facilitate meetings of advisory committee	Overall next step “process” – progress updates, keeper of timeline, etc.	Ongoing communication (logistics, packing list, meetings, post-retreat opportunities for engagement)	Materials (binders, handouts, supplies) (w/ GA)	Participant communications including about selection	Deliver curriculum and delegate / find presenters for shared curriculum delivery (w/ both lead facilitators & AD)	T-shirts – design, ordering, distribution
Acknowledgments	Assessment & evaluation & reporting		Deliver curriculum (and delegate/find presenters for shared curriculum delivery) (w/ all L-Team)			Small group creation & assignment to spaces
Future tasks for advisory committee: guide overall direction of next step program, consult about changes to curriculum, explore how next step fits into the overall co-curriculum around social justice at UVM (including alignments/overlaps / complements of other retreats)		Facilitator pairings	Documentation for institutional history	Disability Accommodations	Documentation for institutional history	Forms – medical, waivers, etc.
		Post-retreat meeting – agenda & facilitation				Ongoing communication w/ participants (logistics, packing list, meetings, post-retreat opportunities for engagement)
		Assessment processes & reporting	Documentation for institutional history	Ongoing communication w/ participants (logistics, packing list, meetings, post-retreat opportunities for engagement)		Website work (overall, updates)
		Acknowledgments & mileage reimbursements				Photos throughout retreat
		Documentation for institutional history				Documentation of processes for institutional history

Selection processes – flowchart (example of how each of the above items can be broken down)

