

**ASTHMA COALITION OF LOS ANGELES COUNTY (ACLAC)  
WORKGROUP LEADERSHIP PROTOCOL**

**Scope:** This document applies to the ACLAC Workgroup Co-Chairs regarding on-going leadership, administrative, monitoring and evaluation procedures.

**Objective:** This document describes the process for conducting Workgroup meetings, maintaining Workgroup communications, and evaluating and reporting Workgroup activities.

**I. Workgroup Meetings**

With support from the ACLAC Coordinator, the Co-Chairs will conduct and maintain the following activities:

- a. Conduct Meetings: Plan and conduct an in-person and/or teleconference Workgroup meeting at least bi-monthly (6 times a year).
- b. Create a Meeting Agenda: Use the ACLAC Agenda Template to plan meetings (see Attachment 1).
- c. Send a Save the Date Email: Notify all Workgroup members of the meeting date, time and location at least 2 weeks prior to the meeting date. Forward your email to the ACLAC Coordinator for distribution to the rest of the Coalition.
- d. Send a Reminder Email & Agenda: Provide all Workgroup members with a reminder of the meeting date, time and location 2-4 days prior to the meeting date. Attach the meeting agenda and action items.
- e. Complete the Sign-in Sheet: Have all attending members fill out the Workgroup Sign-in Sheet at the start of the meeting (see Attachment 2). You may also use your Workgroup Participant List and have members initial in the box to the left of their name.
- f. Record Minutes: Use the ACLAC Minutes Template to take notes and action steps (see Attachment 3).
- g. Send Email of Meeting Documents: Send Workgroup meeting minutes, action steps, and all meeting handouts via email to all meeting attendees, including the ACLAC Coordinator, within 1-2 weeks after the Workgroup meeting.
- h. Send Documents to the Coordinator: Give paper or electronic copies of the Workgroup Sign-in Sheet or Signed Workgroup Participant List to the ACLAC Coordinator 1-2 weeks after the Workgroup meeting.
- i. Report Back to the Steering Committee: Share Workgroup activities, updates, and project statuses at the monthly Steering Committee meetings.

<b>Table 1. Workgroup Meetings: Overview of Major Tasks</b>		
<b>Activity</b>	<b>Recipient(s)</b>	<b>Timeline</b>
Create Meeting Agenda	N/A	3-4 Weeks Before Meeting
Send Save the Date Email	Workgroup Members, Coordinator	2 Weeks Before Meeting
Send Reminder Email & Agenda	Workgroup Members, Coordinator	2-4 Days Before Meeting
Complete Sign-in Sheet	N/A	Day of Meeting
Record Minutes	N/A	Day of Meeting
Send Email of Meeting Minutes, Action Items & Handouts	Meeting Attendees, Coordinator	1-2 Weeks After Meeting
Give Paper or Electronic Copy of Meeting Sign-in Sheet	Coordinator	1-2 Weeks After Meeting

## **II. Workgroup Communications**

In addition to regular communications regarding monthly Workgroup meetings, Co-Chairs will maintain on-going communications with Workgroup members and the ACLAC Coordinator in the following ways:

- a. Follow-Up: Send follow-up emails or make telephone calls to Workgroup members to check the status and completion of projects and action items.
- b. Request Assistance: Call or email the ACLAC Coordinator to request technical assistance or to communicate questions, concerns or comments regarding Workgroup projects or activities.
- c. Share Resources: Share relevant materials, resources and announcements with Workgroup members.

## **III. Workgroup Evaluation**

The Co-Chairs will contribute to the Coalition's evaluation efforts in the following ways:

- a. Process Evaluation:
  1. Send Workgroup meeting Sign-In Sheets to the Coordinator after each meeting.
  2. Copy the Coordinator on all email communications that are sent to Workgroup members.
  3. Send all Workgroup meeting agendas, minutes, and action items to the Coordinator.
- b. Outcome Evaluation:
  1. Create a Workgroup Work Plan for each fiscal year (beginning in April).
    - i. Develop activities that help meet one or more of the Workgroup's Strategies, and indicate which Objectives are being addressed by those Strategies.
  2. Send the completed Workgroup Work Plan to the Coordinator.
  3. Track progress toward the Workgroup's objectives by updating the Work Plan throughout the year. Share progress and updated Work Plans with the Coordinator.

**Attachment 1**

**ASTHMA COALITION OF LOS ANGELES COUNTY**  
 Enter Workgroup Name. **WORKGROUP MEETING**



**AGENDA**

Enter Day & Date.  
 Enter Time.

Enter Location.

Enter Parking/Public Transit Info.

<b>TIME</b>	<b>AGENDA ITEM</b>	<b>LEAD</b>
Enter time 10 mins.	Welcome & Introductions	Click here to enter text.
Enter time 5 mins.	Approve Previous Meeting Minutes	Click here to enter text.
Enter time 10 mins.	Review Completed & Pending Action Items	Click here to enter text.
Enter time 10-15 mins.	General Updates & Discussion	Click here to enter text.
Enter time 45 mins.	Click here to enter text.	Click here to enter text.
Enter time 5-10 mins.	Announcements	Click here to enter text.

**Total Time: 1.5-2 hours**

<b>ACTION ITEMS</b>				
From Meeting Date: Enter Date.				
	<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Due Date</b>	<b>Date Completed</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				



Attachment 3



**ASTHMA COALITION OF LOS ANGELES COUNTY**  
Enter Workgroup Name. **WORKGROUP MEETING**

**Meeting Notes**  
Enter Date.

**Attendees:** [Click here to enter text.](#)

ISSUE/TOPIC	DISCUSSION

ACTION ITEMS				
From Meeting Date: Enter Date.				
	Action Item	Person(s) Responsible	Due Date	Date Completed
1				
2				
3				