

Roles & Responsibilities for ESSA Subcommittees

- ◆ **Subcommittee Facilitator** - ESSA subcommittee identified leads will serve as facilitators
 - The Role of the Facilitator
 - What is a meeting Facilitator?
 - The facilitator is a guide for the group
 - A facilitator's job is to get others to assume responsibility and take the lead
 - Create meeting agendas and distribute to participants prior to the meeting
 - Set-up the room so that it is the most useful design for the group
 - Provide an overview of the group's purpose
 - Clarify roles and responsibilities of sub-committee members
 - Characteristics
 - Listens actively
 - Periodically check for common understanding
 - Synthesizes ideas
 - Tracks discussions
 - Tools and Processes
 - Brainstorming
 - Graphic visioning
 - Ranking or voting
 - Essential Attributes of Effective Meetings
 - The facilitator's role in conducting a good meeting includes these attributes:
 - Start and end on time
 - Clear, meaningful purpose
 - Realistic agenda
 - Individuals understand and agree on roles and responsibilities
 - Honest and respectful of others opinions
 - Homework
 - There will be a need to assign homework before and after subcommittee meetings due to the short timeline.
 - Presenting Back to Large ESSA Group
 - Find someone on the subcommittee willing to present information to large ESSA group regarding committee recommendations.
- ◆ **Subcommittee Members** - The purpose of each workgroup is to address specific sections of North Dakota's Consolidated State Plan. The subcommittee members within each workgroup will research and prepare specific components of the plan and provide information and final recommendations to the ESSA Planning Committee for review and consideration within established timelines. Each workgroup, under the direction of an appointed NDDPI team leader, will establish a regular meeting and work breakdown schedule to answer key questions, accomplish assigned tasks, and address specific requirements and objectives as outlined below.
- ◆ **Subcommittee Note-taker** - Staff members from the Division of Student Support & Innovation will attend all subcommittee meetings and take minutes and record the committee's work for the purpose of posting information on the State ESSA website.