

MOST Action Team Working Agreements (updated 11-04-2013)

1. MOST is primarily focused on kids who most need resources and support.
2. MOST is a broad coalition designed to give voice to key stakeholders at strategic points in the process.
3. The Action Team is a body representative of the Coalition. It is a workgroup that does the groundwork involved in helping the MOST Coordinator develop Madison's OST system and makes recommendations to the Coalition and the Education Committee.
4. The Action Team serves as the conduit or liaison between the MOST Coalition and the City of Madison's Education Committee
5. Communication – Jennifer Lord will speak for the MOST Initiative. The action team and coalition will issue unified statements and consistent messages. Not every organization may agree with all statements issued. When necessary we will make it clear which entity is speaking.
6. The Action Team acknowledges that members may not be able to make agreements without first consulting their organization's decision-makers.
7. Those who show-up to the Action Team meetings get a voice in the meeting deliberations. If Action Team members intend to be absent from Action team meetings in which they would like to share their ideas, they are to submit input on discussions prior to the scheduled meeting.
8. The Action Team and MOST will follow an agreed upon process for planning and conducting meetings with meeting schedules and agendas made widely available to coalition members and interested others.
9. Decisions made by the Action Team are publicly supported by Action Team members
10. Concerns from Action Team and Coalition members are brought to the Action Team to be resolved.
11. Transparency is important to the success of MOST and we commit to being transparent within the Action Team and to MOST stakeholders
12. We commit to following the 7 norms of collaboration
 - * Pausing * Paraphrasing *Putting inquiry at the center
 - * Probing * Placing ideas on the table * Paying attention to self and others
 - * Presuming positive intentions
13. The Action Team will typically meet during business hours.

As a member of the Madison Out-of-School Time Action Team, I commit to following these working agreements.

Signature

Date