



WV TACSEI State Leadership Team and Meeting Ground Rules

The West Virginia TACSEI State Leadership Team is comprised of members from across the state that have been identified as leaders in their field or decision makers within their organizations who can report back to the state leadership team on a decision within two weeks. Membership organizations have been selected by consensus of the team. The state leadership team meets monthly in Charleston, WV. All meetings are open to the public.

Meeting Ground Rules

- **Attendance:** You have been selected because of the expertise you bring to the meeting. Please attend rather than sending representatives, prepare for meetings, and if you must be absent-review summary, talk to peer for updates and support decisions made in absence.
- **Celebrate big and small accomplishments!**
- **Common Courtesies:** Please set cell phones on vibrate, if a call must be taken, step out of the room.
- **Decision Making:** The state leadership team will use consensus if possible. If consensus is not achieved, use: *“modified consensus”*, i.e., what can be changed so that we can live with this decision and publicly support it?
- **Inclement Weather:** If meetings have to be canceled due to impending bad weather, staff will send an email by 5:00 pm the day before the meeting. When there is an emergency weather event, an email or cell phone call will go out by 6:30 am the morning of the meeting.
- **Interactions:** Respect all opinions (all ideas have value), share decision making, share the floor, and honor confidentiality.
- **Stakeholder Input:** The state leadership team may choose to use of ad hoc participants, workgroups, focus groups, surveys, interviews, special projects, etc. as needed to ensure broad representation and input.
- **Start and end on time.**
- **Stay outcome-focused:** Use “Parking Lot” when appropriate
- **Team Roles:**
 - **Team Members** = Participate fully. Communicate with the constituencies they represent. Have the willingness and expertise to help the team accomplish its work. Agree to participate, at a minimum, in the multi-day training of Master Cadre and demonstrate sites.
 - **Convener** = Convenes the meeting, may be rotated.
 - **Facilitator** = Leads team meetings in a way that is perceived to be fair, helps the team stay focused, make shared decisions and supports the building of relationships needed for effective work. NOTE: This role may be shared by staff plus team members.
 - **Host**=Welcomes guests, explains expectations, seating, provides handouts and answers questions
 - **Guests** are observers, not participants, sit on the periphery.
Ad Hoc Participants are not team members but invited to participate on an “as needed basis”; may sit at the table, may not vote.
 - **Recorder** = Records decisions for team and disseminate to team; each member will take their own notes. Maintains team’s “master” file or notebook.

- **Timekeeper** = Keeps track of time allotments on agenda and reminds team of time remaining for each agenda item so that the team can complete items in a timely manner OR adjust agenda as needed. Volunteer for each meeting.
- **Staff:** support the work of the team and provide liaison communication with the national TACSEI center.
 - **Logistics**= Will schedule meetings, provide for lunch and snacks.
 - **Agenda**= Agenda items must be sent to staff the last Tuesday of the month for inclusion in the upcoming meeting.
 - **Materials**= Agenda will be sent the last Friday of the month or brought to the meeting as copies.
 - **New Member Orientation:** Up to date file and orientation will be provided to new members