

# Pennsylvania Culture Change Coalition

## REGIONAL TEMPLATE

The PA Culture Change Coalition (PCCC) Regional Template has been developed to provide structural organization through policies and procedures that will advance the mission, vision and passion of PCCC.

As regions are created, the PCCC Regional Template provides consistency in the coordination of policies and procedures and the management of PCCC as a whole. It outlines how efforts to cultivate and promote culture change across the long term living continuum in Pennsylvania will be directed through the governance and administration of the designated PCCC Regions and the PCCC Board.

**REGIONAL STRUCTURE (GOVERNANCE AND ADMINISTRATION) each PCCC Region shall be governed by the following:**

- PCCC MISSION, VISION AND PASSION STATEMENT
- PCCC BY-LAWS
- REGIONAL POLICIES AND PROCEDURES:
  - I. Regional Geographic Area
  - II. The 4 Key Areas of Regional Responsibility
  - III. Composition and responsibilities of the Regional Leadership Team (RLT)
  - IV. Composition and responsibilities of the Area Collaborative Teams (ACT)
  - V. Regional Growth Plan Template

### REGIONAL POLICIES AND PROCEDURES:

#### I. REGIONAL GEOGRAPHIC AREA:

- A. Will be determined by each Regional Leadership Team when the Region is organized.
- B. The name of the PCCC Region will be descriptive of the geographic area represented.
- C. The geographic region and name must be approved by the PCCC Board.

#### II. KEY AREAS OF REGIONAL RESPONSIBILITY

Communication                      Involvement                      Advocacy for CC                      Education / Networking

#### III. COMPOSITION AND RESPONSIBILITIES OF THE REGIONAL LEADERSHIP TEAM (RLT):

Regional Leadership Team Composition:

- A. TEAM LEADER - PCCC Board experience preferred
  - 1. Supports and advocates the PCCC mission, vision and passion statement.
  - 2. Implements PCCC policies and procedures.
  - 3. Acts as the catalyst, coordinator and collaborator for the development/implementation of the Regional Growth Plan through the Area Collaborative Teams (ACT)
  - 4. Uses good leadership skills in holding accountable the Regional Facilitators for positive outcomes of the Regional Growth Plan.
  - 5. Develops agenda and moderates the RLT meetings
  - 6. Provides positive coaching oversight of RLT and ACTs
  - 7. Delegates to the Assistant Team Leader areas of specific responsibility as needed
- B. ASSISTANT TEAM LEADER - Prepares for Team Leader role
  - 1. Supports and advocates the PCCC mission, vision and passion statement
  - 2. Works supportively with the Team Leader in the implementation of PCCC policies and procedures and the Regional Growth Plan through the ACTs.
  - 3. Serves as a RLT representative on the PCCC Board
    - a. Attends/participates in PCCC Board meetings
    - b. Reports the progress of the Regional Growth Plan to the PCCC Board
    - c. Reports activities and direction from the PCCC Board to the RLT
  - 4. Serves on behalf of the Team Leader in his/her absence

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Regional Leadership Team Composition continued:

- C. SCRIBE – secretarial responsibilities and liaison to PCCC Board Secretary and Treasurer
  1. Supports and advocates the PCCC mission, vision and passion statement
  2. With input from the Team Leader, prepares and sends out the RLT meeting notices and agenda
  3. Records and files the minutes of the RLT meetings according to PCCC policy
  4. Coordinates financial policies and procedures with PCCC Treasurer as needed
  5. Coordinates regional address list with PCCC Board Secretary/designee
  
- D. FACILITATORS - a minimum of 4 and a maximum of 8
  1. Supports and advocates the PCCC mission, vision and passion statement
  2. Facilitates the Area Collaborative Team (ACT) efforts of developing and implementing the Regional Growth Plan for the specific area of responsibility
    - a. Recruits regional community members to participate in the ACT
    - b. Initiates and moderates ACT meetings via an agenda and other resources needed by the members to accomplish the goal of the meeting.
    - c. Develops Growth Plan goals for the ACT and submits according to established timeline
    - d. Reports progress of Growth Plan to the RLT per policy
  3. One Facilitator serves as a RLT representative to the PCCC Board
    - a. Attends/participates in PCCC Board meetings
    - b. Reports the progress of the Regional Growth Plan to the PCCC Board
    - c. Reports activities and direction from the PCCC Board to the RLT
  4. Attends/Participates in PCCC – wide Regional Facilitators meetings to collaborate in respective areas of responsibility.
  5. Cultivates regional community member participation
  
- E. COMMUNITY ADVISORS - 4 - representative of the regional community both individual and organizational
  1. Supports and advocates the PCCC mission, vision and passion statement
  2. Serves on one of the ACTs
  3. Assists in the cultivation of other consumer participants for the ACT and RLT

Regional Leadership Team responsibilities:

- A. REGIONAL GROWTH PLANNING
  1. Develops the annual Growth Plan (using template)
  2. Meets regularly to monitor the progress and effectiveness of the Growth Plan
  3. Reports to PCCC Board progress on the Growth Plan
- B. FINANCIAL RESPONSIBILITY
  1. Provides financial coordination with PCCC Treasurer according to PCCC policies and procedures
- C. REGIONAL COMMUNITY DEVELOPMENT
  1. Cultivates community members within the Region for future Leadership Team involvement through education, mentoring and coaching.
- D. REGIONAL EDUCATIONAL OVERSIGHT OF THE
  1. Regional Educational Events
  2. Annual ACCORD when it is held in the region

Regional Leadership Team relationship with PCCC Board:

- A. The Assistant Team Leader and one other Facilitator serve as members of the PCCC Board
- B. Report to the PCCC Board the implementation progress of the Regional Growth Plan.
- C. Report to the RTL the PCCC Board actions and guidance strategies.

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### **IV. COMPOSITION AND RESPONSIBILITIES OF THE AREA COLLABORATIVE TEAMS (ACT)**

Will implement the Growth Plan for the 4 Key Areas of Regional Responsibility

ACT composition:

- A. Leadership Team Facilitators – 2 - to co-facilitate the work of each of the 4 ACTs
- B. Leadership Team Community Advisor - 1
- C. Up to 8 additional regional community members

ACT areas of responsibility:

- A. **COMMUNICATION ACT**– Provides regional advancement of the Culture Change Movement by promoting the events and services of the PA Culture Change Coalition
- B. **INVOLVEMENT ACT** – Engages providers of Long Term Living (LTL) services, businesses who do business with those service providers and consumers of LTL services to actively participate in and/or support the implementation of person-directed principles into the Long Term Living spectrum across the Commonwealth.
- C. **ADVOCACY ACT** – Helps to influence public policy at the state level by partnering with other organizations and working the Pioneer Network, and PCCC Board to develop advocacy positions on culture change in the Long Term Living spectrum.
- D. **EDUCATION / NETWORKING ACT** – produces and directs the annual ACCORD when scheduled in the region, develops annual educational events across the region, creates and offers a speakers bureau to organizations/agencies within the region, acts as a resource for the regional community, establishes collaborative educational efforts with other organizations in the region

ACT relationship with other PCCC regional ACTs and the PCCC Board:

- A. Facilitators from the Regional ACTs will meet on a regular basis with respective Facilitators from other PCCC regions and PCCC Board Chairman of the Key Areas of Responsibility to
- B. Create a forum for collaborative activities that benefit PCCC in all regions

- V. REGIONAL GROWTH PLAN** – to be used to outline how the 4 Key Areas of Regional Responsibility will be developed and implemented by each PCCC Region. It will be developed and implemented at the ACT level with oversight provided by the RLT. Each ACT will use a template to develop goals, strategies and a timeline to successfully create growth in that particular area.

The RLT will incorporate the 4 ACT timelines into the Regional Growth Plan Timeline that will be submitted to the PCCC Board by October 1<sup>st</sup> for approval. The Growth Plan Timeline will be utilized by the RLT to monitor the progress of the Growth Plans of the ACTs.

The templates are attached.