**NCCPA Team Structure**

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| **Team** | **Responsibilities** | **Membership** | **Meetings** |
| **Governance Team** | * Review and approve policy that strengthen the NCCPA mission * Review outcomes and metrics for evaluating impact * Approve the NCCPA annual budget, audit reports, and material business decisions * Serve on committees or task forces and take on special assignments | County Offices of Education:  Lead for each county  (CTE Directors)  Community Colleges  (CTE/Workforce Deans)  Workforce Investment Boards  (Directors) | Fourth Monday: bimonthly  9am-12pm  August  October  December  February  April  June |
| **Financial Review Team** | * Provide financial oversight of regional budget and partnership budgets * Work with Director and Data Team to develop quarterly expenditure report * Develop recommendations for carry over and budget reduction needs * Work with Executive Team to develop sustainability plan for NCCPA | Fiscal agent from Sonoma COE  Three Governance Team Liaisons  1 COE Lead  1 CC Dean  1 WIB Director  Three Fiscal agents from partnering institutions | Meet quarterly corresponding with quarterly reporting  December  April  June  September  As need basis to conduct additional business |
| **Executive Team** | * Provide guidance and support to Grant Director * Review and recommend contracts * Review and ensure Regional Work Plan is executed to fullest capacity * Set agenda for Governance Team meetings * Assist Grant Director in creating sustainability plan | Two County Office of Education representatives  Two Community College representatives  One Workforce Investment Board representative  One business representative | First Monday of each month  10am – 12om |
| **Data Team** | * Review and analyze data momentum points * Develop and/or adopt a data collection system that will inform partners of program progress * Review quarterly data collected and update Governance Team of findings | Two Liaisons (partners) from NCCPA Governance Team  Two K12 data personnel  Two CC data researchers  One Workforce Development | Meet every six weeks at prescheduled data and times |
| **Professional Development Planning Team** | * Work with Regional Staff to develop large scale professional develop event * Work with Regional Staff to develop menu of professional development and technical assistance which can be provided at site, county, multi-county level * Seek out additional Professional Development resources that can be provided to faculty and staff in the NCCPA region | Two Liaisons (partners) from NCCPA Governance Team  Two Pathway Coaches  Two Work-Based Learning Spec  One-two Community College representative  One Counselor  One K12 Representative | Bi-monthly- 2nd Thursday of the month |
| **Education & Economic Development Summit** | * Assist in the planning for large scale E&ED Summit each spring * Invite membership to attend event * Secure keynote speaker * Set agenda and session for the event | Two liaisons (partners) from the Governance Team  Economic Development Group representation  Local Chamber of Commerce representation  Local business representation | Monthly at preschedule date and time |