**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-12pmAugustOctoberDecemberFebruaryAprilJune |
| **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 COEThree Governance Team Liaisons 1 COE Lead 1 CC Dean 1 WIB DirectorThree Fiscal agents from partnering institutions | Meet quarterly corresponding with quarterly reportingDecemberAprilJuneSeptemberAs 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 representativesTwo Community College representativesOne Workforce Investment Board representativeOne business representative | First Monday of each month10am – 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 TeamTwo K12 data personnelTwo CC data researchersOne 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 TeamTwo Pathway CoachesTwo Work-Based Learning SpecOne-two Community College representativeOne CounselorOne 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 TeamEconomic Development Group representationLocal Chamber of Commerce representationLocal business representation | Monthly at preschedule date and time |