

Forum Planning Committee

Call for Applications

The National Center invites members of the HMG Affiliate Network to apply to the 2020 Forum Planning Committee (FPC).

The 2020 Help Me Grow National Forum, hosted by the National Center and our host affiliate, Help Me Grow Indiana, is an opportunity for affiliates and partners to network and create new partnerships, to increase national visibility of the Network's collective efforts and accomplishments in early childhood system building, and to solicit emerging best practices from across the Network.

The purpose of the FPC is to represent the goals, interests and needs of the Network in the design and implementation of key Forum activities to ensure that the Forum engages and supports affiliates. The FPC roles and responsibilities, commitment, incentive and application process are outlined below.

Roles & Responsibilities

- Provide input and support decision-making with respect to Forum content, schedule, and structure on themes such as level of participant engagement, quality of content, and response to previous attendee feedback.
- Directly lead planning/implementation of key Forum activities including Networking Meetings and Breakout Sessions.
- Reflect and offer suggestions to support the planning of the following year's Forum activities and to guide improvements to the FPC process itself.

Commitment

- *Duration:* FPC members will contribute to Forum planning and implementation efforts between November 2019 and May 2020.
- *Expected time commitment:* FPC members should anticipate spending approximately 5 hours per month on Forum-related efforts; actual time spent may vary based on month and associated tasks.

11TH ANNUAL

HELP ME GROW NATIONAL FORUM

May 11 - 13, 2020
Indianapolis, IN

Incentive

To recognize the time and effort provided by FPC members, the National Center will reimburse (1) night of hotel stay* for each Committee member during the 2020 Forum.

Application process

- **Eligibility criteria:** Must be an active member of a HMG Affiliate at any stage of implementation (e.g., State Lead, Leadership Team member, former/active Work Group member, HMG Coordinator or affiliate staff member, staff from HMG subcomponent host organization, etc.), plan to attend the 2020 HMG Forum, and able to perform the outlined roles and responsibilities.
- **Application:** The FPC application **is available online** and due by November 8th. Applicants will be reviewed on a rolling basis and members will be selected from criteria pertaining to the FPC eligibility, agreement to roles/responsibilities, and suggested strategies for Forum 2020. Consideration will also be given to the committee's representation of the Network's diversity in phase of HMG implementation, HMG system-type, and individual role.

**Hotel room reimbursement: i) Cannot be divided up among multiple rooms or room nights; ii) Can only be redeemed at designated Forum venue during identified room block nights; iii) May not be transferred to any other individual, or toward a discount of any other cost of the Forum, e.g. other hotel charge(s) or Forum registration cost.*