

Outreach Coordinator Network

Call for Co-Chair Applications

The Help Me Grow National Center invites those in outreach and engagement roles from across the National Affiliate Network to apply to co-facilitate and lead the 2022-2023 Outreach Coordinator Network (OCN) retreats.

The HMG Outreach Coordinator Network retreats are an opportunity for outreach and engagement staff of HMG systems to connect, share best practices, and problem-solve with staff in similar roles across the nation. The HMG National Center works with Co-Chairs who work in outreach and engagement roles to plan and help lead these retreats on a quarterly basis.

To ensure the OCN continues to reflect the diverse perspectives, ideas, and needs of the National Affiliate Network, we are seeking one or two new Co-Chairs to lead the next year of OCN retreats. The OCN Co-Chair roles and responsibilities, commitment, incentive and application process are outlined below.

Roles & Responsibilities

- Attend monthly planning phone calls to identify topics, speakers, meeting structure, etc.
- Research possible speakers/resources to share
- Develop a survey or another mechanism to solicit priorities for session topics from the OCN participants and review data collected
- Attend one 2-hour Network Retreat per quarter (four annually)
- Assist in finding note-takers for breakout sessions and collating notes from each retreat to send back to the HMG National Center
- Respond to regular emails discussing upcoming retreats
- Review feedback from previous events

Commitment

- *Duration:* OCN Co-Chairs will contribute to retreat planning and efforts between September 2022 and August 2023.
- *Expected time commitment:* OCN Co-Chairs should anticipate spending approximately 5 hours per month on OCN-related tasks; actual time spent may vary.