

# 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.

# HELP ME GROW OUTREACH COORDINATOR NETWORK LEADERSHIP FAQ

## ***Incentive***

To recognize the time and effort provided by OCN co-chairs, the National Center will provide a stipend of \$1,200 to each leader (either the individual or their organization) for the year of leadership.

## ***Application process***

### *Eligibility criteria:*

1. Applicants must serve in a role that carries out work to outreach/engage stakeholder groups (such as families/caregivers, community-based partners, and/or physicians) for a HMG system at any stage of implementation of the HMG Model (e.g. representatives from both new and long-standing HMG systems are encouraged to apply.)
2. Applicants must be willing, able, and commit to the outlined responsibilities and commitments associated with the Co-Chair role.
3. Applicants must be able to attend the OCN retreat on September 20, 2022 from 4:15-5:00pm ET; and must also attend a planning call in advance of that session (planning call date TBD based on availability).

*Application:* The OCN Co-Chair application is available online and due by Friday, August 19, 2022. Applicants will be selected based on the criteria above and notified of acceptance by August 26, 2022.

Jodi West,  
HMG Utah  
OCN Co-Chair 2021-2022

"[Leading the OCN] helped me get more excited about my outreach efforts and think of other possible ideas. It was also so fun to see other HMGs doing similar types of outreach and how much success they are also having in reaching families."

"Serving as a Co-Chair of the OCN has provided the opportunity to connect with other HMG staff around the country for networking, resource sharing and support."

Elizabeth Schultz,  
HMG Alaska  
OCN Co-Chair 2021-2022