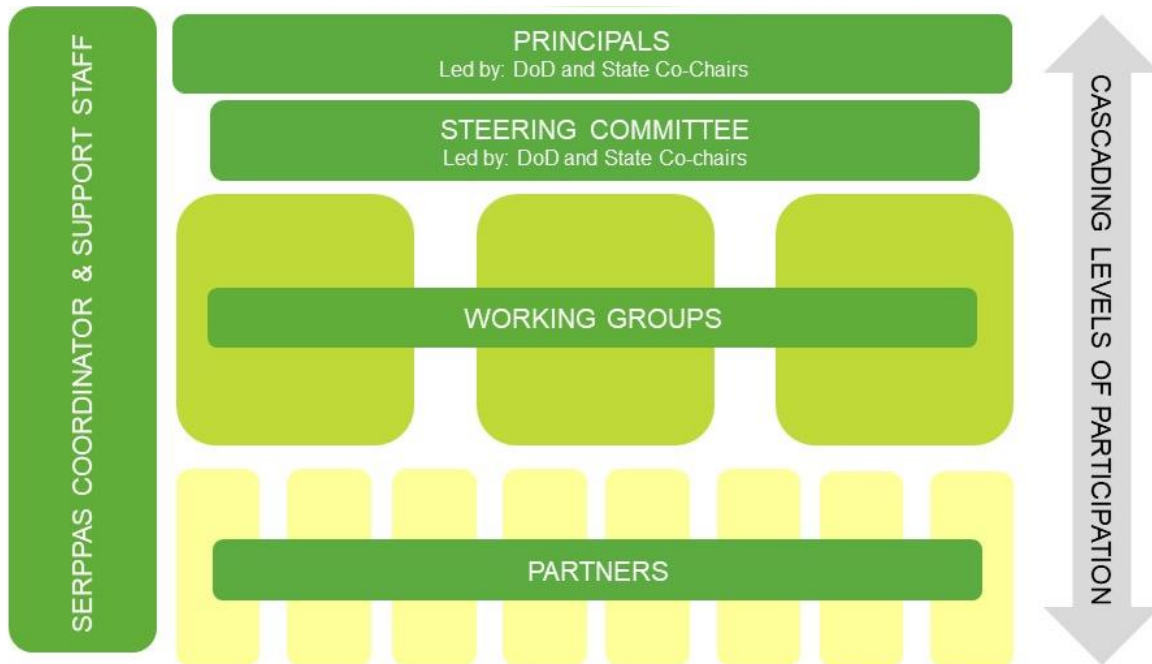


SERPPAS Organizing For Impact

Roles & Responsibilities

The SERPPAS Partnership is a collaborative group of State and Federal agencies organized with a structure to encourage open communication, build effective working relationships and identify and act on opportunities for mutual gain for all the partners. This documents outlines that organization and structure with the expectations for each level of participation.



SERPPAS Principals

Principal members are the senior leadership of participating organizations (State and Federal Agencies). Principals are responsible for identifying priorities, developing strategies, making decisions, and providing overall leadership and direction on efforts undertaken by the partnership. In addition, the Principals act as the primary champions for SERPPAS led efforts within their respective organizations. Standard duties of Principals include, but are not limited to:

- Attend and engage in one Principals Meeting per year.
- Articulate organizational priorities and relevant projects/initiatives to the Steering Committee member.
- Identify priorities within the SERPPAS Strategic Plan.
- Evaluate the need to revise the SERPPAS Strategic Plan (as necessary).

SERPPAS Steering Committee Members/Liaisons:

Steering Committee members are staff-level representatives from the participating organizations appointed by the Principal. The Steering Committee leads the development of projects and efforts supported by the SERPPAS Principals. Each SERPPAS member organization/agency appoints one Steering Committee representative (hereafter referred to as Steering Committee Principal Liaison [SCPL]) with additional staff participating in project related work groups as regular members of the Steering Committee. Each SCPL acts as a liaison to his or her respective Principal. Standard duties of members serving on the Steering Committee include, but are not limited to:

- Relay information regarding SERPPAS affairs directly to/from the Principal.
- Represent the Principal at Steering Committee meetings.
- Coordinate with other Steering Committee members from their organization.



- Communicate and disseminate information from SERPPAS activities within his or her organization.
- Attend and engage in two Steering Committee meetings and one Principals Meeting per year.
- Participate in one or more work groups that align with the priorities of the Principal.

SERPPAS Co-Chairs:

SERPPAS is co-chaired by a Principal representing the Department of Defense's Office of the Secretary of Defense and a Principal representing one of the state partners. The State Principal will serve on a rotating basis between the member states (Alabama, Florida, Georgia, Mississippi, North Carolina, and South Carolina), as agreed upon by the Principals. The addition of new members shall be contingent upon the approval of the current SERPPAS Principals. Each Principal Co-Chair designates a Steering Committee Co-Chair to lead the Steering Committee. The Steering Committee Co-Chairs serve on the same schedule as their Principal Co-Chair. Standard duties of co-chairs include, but are not limited to:

- Assist the SERPPAS Coordinator in the agenda development for each meeting and in the resolution of any issues as they arise.
- Attend and engage in the appropriate meetings each year.
- Serve in a leadership role at the meetings – welcome and closing, articulate objectives and outcomes, stimulate discussion and dialogue.
- Help identify or articulate decision points that need to be made.

SERPPAS Work Groups & Work Group Leads:

In support of the SERPPAS Strategic Plan focus areas, work groups are formed to identify mutually beneficial objectives that advance the missions of the partner agencies. These objectives may be trying to solve identified problems, solicit more research or information, or promote successful practices or strategies. Overall, the objectives contribute to effective regional collaboration related to that focus area. In addition, the work groups develop specific priority actions that help the various partners work together towards accomplishing the mutually beneficial objectives. The work groups traditionally had a lead (an agency member or SERPPAS partner) that agrees to convene, communicate with, and engage the work group members. Work group members are members and partners of SERPPAS, subject matter experts, and any non-SERPPAS member interested in or working on the specific focus area.

SERPPAS Work Group Leads:

Standard duties of the work groups leads with assistance from the SERPPAS Coordinator include, but are not limited to:

- Convene (by phone) the work group members as needed (at least twice a year).
 - The need for an in-person meeting can be identified and implemented as appropriate.
- Populate the work group with people (agencies and organizations) that can contribute to the focus area actions.
 - The work groups are not limited on participation and have the opportunity to engage partners that are not necessarily agency members in SERPPAS.
 - The work groups serve as an entry point to SERPPAS as an easy and effective way to engage new partners and help outside partners understand some of the actions or issues SERPPAS is focused on.
- Assist in the development, with the help of the work group, of focus area objectives when it is recognized that revisions to the Strategic plan are needed.
- Help identify and track progress on priority actions within the strategic plan that help accomplish the objectives of that focus area.
- Report on progress at SERPPAS Steering Committee meetings, as well as help the SERPPAS Coordinator populate the SERPPAS meeting agendas with content that is timely, relevant, and important.
- Serve as a conduit between the Steering Committee and the work groups.

SERPPAS Work Groups:

Standard duties of the work groups include, but are not limited to:

- Participate in the scheduled work group meetings.



- Develop priority actions that help achieve the objectives within the strategic plan.
- Create an implementation plan to achieve those priority actions.
 - If resources, funding, or other needs are identified, this can be brought to the SERPPAS Steering Committee as an “ask” by the work group lead.
- Assist the work group lead in evaluating the need to revise the Strategic Plan objectives based on accomplished objectives or request from the SERPPAS Principals.

