

Chelsea Wellness Coalition Introduction to “Teams”

November 2013

Teams :

- Contribute to the organization's role or goal
- Have a purpose with anticipated outcomes & scope
- Have members, 3-6 is ideal, with roles
- Have schedules, milestones, & do evaluations

Team sponsors –draft the Team Charter, select the team leader and work with the team leader to modify the charter if needed, manage the budget if the fiscal agent

CWF – provides supports & training to team sponsors & teams , could be a team sponsor

Teams : Why only 3-6 members?

- Communication is the key to success for teams
- The number of lines of communication in a team is related to the number of members = $n*(n-1)/2$
- 3 team members = $3*2/2 = 3$ lines of communication
- 4 team members = $4*3/2 = 6$
- 5 teams members = $5*4/2 = 10$
- 6 teams members = $6*5/2 = 15$
- 7 teams members = $7*6/2 = 21$ (at this point you need a team members whose role it is to manage the lines of communication)

Teams : How much work/time to form a team?

Task	Who	Time requirement
Prepare Intervention Table	Coalition members with Matt Pegouskie	1 hour or less
Prepare Team Charter	Team Sponsor with Ruth VanBogelen	1 hour or less
Decide on team members	Team Sponsor, Team Leader, Ruth VanBogelen	1 hour or less
Hold Team kick-off meeting	Team Sponsor, Team, Ruth VanBogelen	1 – 2 hours

Brainstorm what teams CWC needs

- Each intervention is a team?
- Teams aligned with local organizations?
- Team for reviewing health data?
- Team for community outreach?
- Team for marketing & PR?

Please send ideas about what teams are needed to Ruth at ruth@5healthytowns.org. Also suggest the Team Sponsor, team members, and any items for the Team Charter if you have ideas.

Note – The Intervention Table & Team Charter should be very aligned. They may be prepare together to ensure alignment

Example

This is not an actual Team Charter – just an example of what one might look like.

Team Charter

Example Intergenerational Garden

Team Sponsor(s):

Chelsea Senior Center Director, Trinh Pifer/Kay Heller

Team Charter

Example Intergenerational Garden

Team Purpose:

Provide education & opportunities for pre-school and school age children about growing vegetables as well as a way to provide fresh seasonal veggies to students and seniors

Team Charter

Example Intergenerational Garden

Background:

The Chelsea Senior Center and Chelsea Co-op Preschool are located on the same campus. In 20XX, a garden was started in an empty space near the two organizations. Each year the garden has “matured”. In 2013, a hoop house is being constructed to allow for year around growing.

Donations and funding have been received from Chelsea Lumber, Chelsea Lions Club, City of Chelsea, Master Gardener Alumni Association of Washtenaw, Chelsea-area Wellness Foundation, Chelsea Area Garden Club, Chelsea School District, Michigan State University Horticultural Department, The Garden Mill.

Volunteers: MANY!!

Team Charter

Example Intergenerational Garden

Team Scope: (taken from row 2 of the intervention table, action plan and timeframe)

1. Support programs and demos in the school lunch program, starting with elementary level. This will include consultant chefs/dietitians to conduct cooking/tasting demos with fresh vegetables numerous times during the school year and meetings with school staff to develop feasible strategies for integrating local and seasonal produce into school lunches
2. Construct season extension devices such as a hoop or greenhouse, cold frames, blanket covers

Team Charter

Example Intergenerational Garden

Team Composition: (taken from row 3, Who is responsible for what aspects of intervention implementation).

Team Role	Team Member
Team Leader (role of leader change with team, Ruth will provide info to leader)	
Coordinate activities with preschool	
Develop plan / install the hoop house	
Conduct cooking/tasting in elementary	
Coordinate garden workers	
Plan planting of garden	

Team Charter

Example Intergenerational Garden

Team Empowerment:

There may be many volunteers for the project whom are not members of the team, but assist the team in carrying out the team's charter.

There may be sub-team meetings related to specific tasks within the scope.

Decision-making. If there is a question about decisions the team can make on it's own, contact the team sponsor.

Team Charter

Example Intergenerational Garden

Team working agreement:

The working agreement is an agenda item for the Team Kick-off meeting. It can be modified as needed

Team Charter

Example Intergenerational Garden

Team Performance Assessments:

Intervention Form:

Row 9 – specific goals

Row 10 – key evaluation data

Row 14 – provide evidence for successfulness

Row 15 – Evaluation Plan

Row 16 – Sustainability (with the Team Sponsor and Coalition)

Team Charter

Example Intergenerational Garden

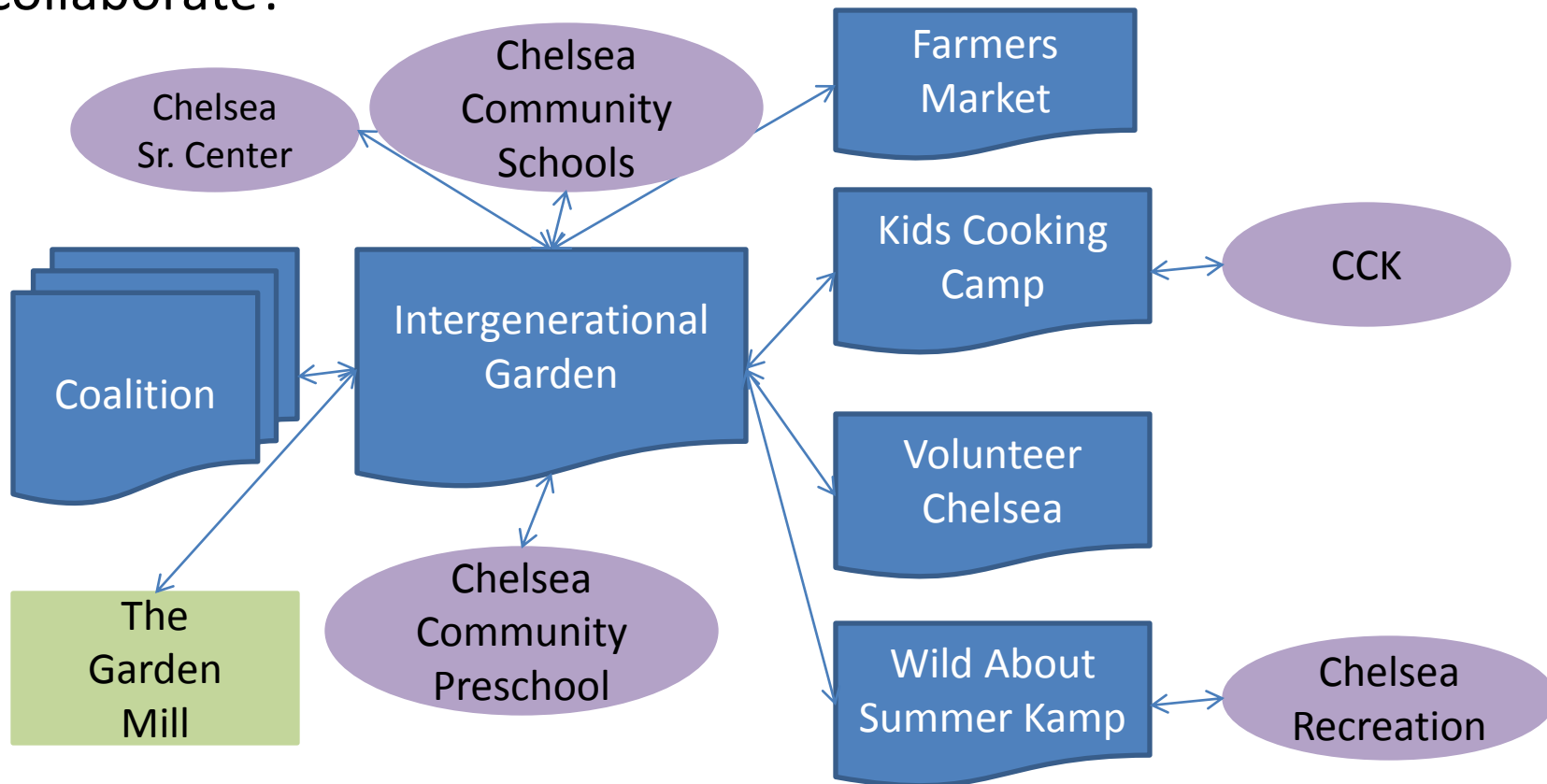
Team Milestones and schedule:

From Intervention Table, the team should develop a schedule and milestones based on information in multiple rows in the intervention table.

Team Charter

Example Intergenerational Garden

Team Connection To other Coalition Teams and/or Community groups: (taken from row 11 With Whom & how will you collaborate?)



Team

Example Intergeneration Garden

Team Dissolution:

- Milestones and schedule suggest when the team has finished the work described in their scope
- Team should celebrate their successes
- A similar new team may form soon after one team dissolves if the project continues with a new scope.