



## **Collaborative Action Agreement**

The Collaborative Action Agreement outlines roles for Convening Partners and Members of Collaboratives during the implementation phase. This phase includes executing the projects and specific actions identified in the Action Plan, tracking and reporting on progress, identifying barriers or obstacles to completion and utilizing a Continuous Improvement framework. The intent of the Collaborative Action Agreement is to establish shared accountability for implementing the Action Plan.

### **Convening Partners agree to:**

Provide coordination for the Collaborative, including:

#### **GENERAL**

1. Designate a primary point of contact for Members.
2. Sustain membership for the Collaborative that is cross-sector and includes representation that is appropriate given the focus of the Collaborative (including communities of color, and diverse geographical and organizational representation).
3. Provide oversight for the Action Plan, including ongoing support for Project Leads, monthly monitoring of progress on deliverables and regular updating of the Action Plan as a dynamic, living document.
4. Operate on a model of shared decision-making, using Gradients of Agreement and/or other agreed-upon methods for Collaborative endorsement of key decisions.
5. Create opportunities for feedback, input, and engagement from the stakeholders who are most affected by the goals and strategies that the Collaborative is addressing.
6. Coordinate administration and meeting logistics on behalf of the Collaborative.
7. Report periodically to the Accountability Structure of the All Hands Raised Partnership regarding the Collaborative's progress.
8. Serve as the Collaborative's lead contact with All Hands Raised\*.
9. Coordinate with All Hands Raised to report results and share information to strengthen all Collaboratives, and the overall Partnership.

#### **CONTINUOUS IMPROVEMENT**

10. Support the annual review and development of a shared Charter and Action Plan using Continuous Improvement tools/templates.
11. Partner with Members to develop a clear plan for addressing the achievement gap and advancing equity with a specific focus on racial and ethnic disparities.

#### **COMMUNICATION**

12. Maintain regular communication among Collaborative Members between meetings, including maintaining online information (i.e., website, Basecamp, etc.) with key dates, documents and other materials.

\* All Hands Raised provides backbone support for all collaboratives. This includes aligning community leadership, facilitating a Continuous Improvement process focused on evidence-based decision-making, and communicating progress and results to the community.

## Collaborative Members agree to:

Work in good faith partnership with the Convening Partner(s) and other Collaborative Members (which may include both representatives of organizations and individual community members), including:

### GENERAL

1. Work to align organizational focus and activities with the goals, strategies and activities of the Collaborative in order deepen alignment and focus of the community's shared action.
2. Participate in shared decision-making, and uphold decisions made by the Collaborative.
3. Volunteer to complete tasks in the Action Plan.
4. Attend 75% of regular meetings of the Collaborative; participate actively and share knowledge, information, and resources.
5. Select an organizational representative to consistently represent the organization (applies to participating organizations).
6. Stay informed and engaged between meetings by reviewing meeting notes and other materials posted on the website and on Basecamp, as well as completing any agreed upon actions.
7. Instill collective accountability within the Collaborative by successfully completing tasks volunteered and/or assigned in the Action Plan, and encouraging other Collaborative Members to hold themselves accountable for their respective commitments.
8. Serve as active champions for the work of the Collaborative in the community.

### CONTINUOUS IMPROVEMENT

9. Promote and participate in continuous improvement processes, including a focus on decision-making that is guided by both data and lived experience.

### COMMUNICATION

10. Respect the confidentiality of data or other information when shared in confidence within the Collaborative.
11. Communicate the work of the Collaborative within Members' respective communities and/or organizations.
12. Participate in outreach activities to ensure that the needed partners are involved, including communities most impacted by the problems being addressed by the Collaborative.

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Members of Collaboratives formally represent their respective organizations. As appropriate, Members should share this Agreement with their organization's leadership for review and approval.

Collaborative: **Communities Supporting Youth**

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Member Name (write clearly)

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Signature

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Date

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Member Organization (write clearly)

  
Convening Partner: Bill Scott, SUN  
Service System Coordinating Council

  
Backbone Organization: Dan Ryan  
All Hands Raised

3/7/2014  
Date