TTC Evaluators Special Interest Group - Project Charter

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| **MISSION** | *The TTC Evaluation Special Interest Group aims to build relationships among evaluators, identify and share innovative practices for TTC evaluation, and provide a forum for collective exploration of evaluation’s role in augmenting TTC efforts across the country. We seek to advance evaluation practice to be more impactful in application.* |
| **Purpose** | *To exchange TTC evaluation ideas, knowledge, efforts, and practice across regions and disciplines.* |
| **roles** | | Role | Responsibilities | Name | | --- | --- | --- | | *Co-Chairs* | *Member responsibilities plus serve a one-year term to organize, coordinate, lead, and facilitate the special interest group including soliciting agenda topics, identifying and seeking consensus on group deliverables, tracking progress, and encouraging/fostering an equitable distribution of workload* | *Megan Hawkes*  *&*  *Liz Walker* | | *Coordinators* | *Arrange and communicate meeting schedule and information* | *Viannella Halsall and Heather Gotham* | | *Members* | *Actively participate during and in-between meetings to help accomplish objectives and share knowledge and ideas* |  | |
| **Deliverables & SCOPE** | *What specific, measurable* ***outputs/products*** *will the team produce?*   * *Resource Library* * *Cross-center peer-reviewed conference presentations (AEA, Academy Health, APHA)* * *Multi-center, multi-author peer reviewed publications*   *What is* ***in scope****?*   * *Topics related to assessment or evaluation that cross prevention, addiction, mental health* * *Methods that can be shared and utilized across the TTC for assessment or evaluation*   *What’s* ***out of scope****?*   * *Any content that seeks to sell a product or service for monetary gain* * *Any content that is deemed to be prejudicial, intolerant, or unethical* |
| **Expectations of the group** | * *Gather, share, and prioritize ideas* * *Share expertise and deliverables* * *Communicate and share initiatives within and outside of the group* * *Meet as often as necessary, at least every other month* |
| **Operating Agreements** | *Our group norms for working together during and between meetings include:*   * *Notify a Co-Chair or send decline to meeting invite if you cannot attend a meeting* * *Come to the meetings prepared and ready to discuss the issues on the agenda* * *Be on time to meetings and end meetings on time* * *Be respectful – assume good intentions and provide your undivided attention* * *Be a good listener, contributor, and collaborator* * *Ask good questions – surface assumptions to understand interests and ideas* * *Share the air – stay on topic and respect different participation styles (i.e., introvert vs. extrovert)* * *Allow the facilitator to facilitate – agreeably end a topic when the facilitator indicates that time is up* * *Focus on the future and what can be accomplished together* * *Honor confidentiality of conversations* * *If you miss a meeting it is your responsibility to catch up on what you missed and any assigned actions*   ***Processes***  *To operate in an efficient manner, the special interest group will:*   * *Conduct regular virtual meetings that lead to achieving the groups’ objectives;* * *Schedule meetings as far in advance as possible, but a minimum of at least 10 working days. Unless there are extenuating circumstances, members will participate in virtual meetings using video teleconference. The coordinator will send electronic calendar invites that include videoconference information;* * *Solicit agenda topics two weeks in advance with the final agenda distributed at least two work days before a scheduled meeting with necessary attachments;* * *Take and distribute high-level meeting summary of discussion topics with a focus on decisions made, next steps, and action items;* * *Document activities so that co-chairs able to track progress and report on the status of group activities to SAMHSA if or when necessary.*   ***Decision Making***  *The group will strive for consensus, but will use a simple majority vote of all members to make a decision. If the majority of the committee is not present at the meeting, a vote can be taken by other methods including e-mail.* |