



# Arizona Community of Practice on Transition Officer Team Member Expectations:



The AzCoPT Leadership Team annually selects a Chairperson, Vice Chairperson, Recorder, and Alternates from the team. Officers are selected by majority of leadership team members present at the deciding meeting. Officers being nominated must agree to accept the role. The term of office will be for a period of 1 year with the possible extension of 1 additional year (maximum 2 years).



## Chairperson

### WHAT THEY DO

1. Facilitate meetings of the leadership team.
2. Develop a standardized agenda for every meeting to maximize the effectiveness of the group's time together.
3. Convene regular and special meetings.
4. Establish and recommend ad hoc committees in order to assist the leadership team in carrying out its work.
5. Act as official spokesperson for committee.
6. Send out communiques to listserv(s).
7. Keep and update listserv(s) for ongoing communication.

## Vice Chairperson

### WHAT THEY DO

1. Facilitate meetings when Chairperson is not present.
2. Assure meeting location and availability of conference line.
3. Send out reminders to members of assignments.
4. Assume responsibility for new member approval and orientation.



## Recorder

### WHAT THEY DO

1. Responsible for note taking during meeting to complete the communication for Chairperson to share with key participant listserv.

## Alternate #1 & Alternate #2

### WHAT THEY DO

1. Fulfill the role of Chairperson, Vice Chairperson and/or Recorder as needed in their absence.



## All Leadership Team Member Expectations:

### WHAT WE ALL DO

1. State level role & responsibility for supporting youth in transition and their families; or, regional representation with access to statewide representation.
2. Able to influence and leverage state policy and resources.
3. Able to collect and analyze statewide data.
4. Able to disseminate information statewide.
5. Able to represent AzCoPT interests at the national level (i.e. monthly conference calls; annual meeting attendance; national level special interest workgroups).
6. Able to influence and support the development of local CoPT efforts (i.e. local CoP ambassador).
7. Able to participate in monthly meetings, in person or virtually.
8. Able to support national, state, and local transition efforts (i.e. capacity building, technical assistance; training).
9. Willingness to share leadership responsibilities (Shared Leadership)



## Leadership Team Membership:

One or more representatives from each of the following stakeholder groups:

- \* AZ Department of Education/Exceptional Student Services (ADE/ESS)
- \* Division of Developmental Disabilities (DDD)
- \* Raising Special Kids (AZ PTI)
- \* Office of Children with Special Health Care Needs (OCSHCN)
- \* Behavioral Health Services
- \* Rehabilitation Services Administration
- \* Tribal Vocational Rehabilitation
- \* Family
- \* Youth
- \* Higher Education
- \* Employment

