

# Joint Task Force

## Leadership Team Partner Agreement

### Background

To better meet the needs of young children and families in Alaska, three new early childhood initiatives have decided to join efforts to align action on two shared goals:

1. A Needs Assessment; and
2. A Unified Strategic Plan.

In support of this, the three initiatives, the Impact Project, the Preschool Development Grant, and the Southcentral Foundation Indigenous People Project LAUNCH, are establishing a short-term Joint Task Force to guide and advise these shared goals to strengthen and align Alaska’s early childhood system that supports children and families. Creating the Joint Task Force is essential to our early stages of implementing these new initiatives. Our hope is this strong coalition of task force members will guide our strategic direction and commit to shared action toward these two goals. The work of the Joint Task Force will take place from January 1, to December 31, 2019.

<b>Roles &amp; Responsibilities</b>	<b>Commitments and Action</b>
<b>People and Leadership</b>	<ul style="list-style-type: none"> <li>• Discuss and understand roles as leadership team</li> <li>• Identify members of Joint Task Force</li> <li>• Agree on administration and oversight of task force</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Identify <b>scope of work and action plan for needs assessment</b></li> <li>• Identify <b>scope of work and action plan for strategic plan</b></li> <li>• Meet weekly or as needed as leadership team</li> <li>• Develop agendas and set meeting times with input from task force members as applicable for JTF meetings</li> <li>• Develop <b>timeline</b> through December with actionable goals of the three grants</li> <li>• Make commitment to aligned action, shared leadership and workload responsibility</li> </ul>
<b>Engagement and Communication</b>	<ul style="list-style-type: none"> <li>• Identify <b>communication platform</b> and keep it updated with current information</li> <li>• Communicate any concerns, ideas, updates, or potential changes with Joint Task force leaders early and often</li> <li>• Engage and communicate with stakeholders keeping them informed of progress</li> <li>• Agree on shared message when communicating roles, responsibilities, tasks and information regarding the task force</li> </ul>
<b>Implementation</b>	<ul style="list-style-type: none"> <li>• Lead discussions around decision making to gather input from task force</li> <li>• Complete and agree on final decision-making with all members of the leadership team.</li> <li>• Commit to aligned action, shared leadership and workload responsibility</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Agree to common goals and principles</li> <li>• Share and use available resources and each person’s individual expertise</li> <li>• Embrace group processes, consensus building and shared decision-making</li> </ul>

## Guiding Principles

### Communication

- **Assume Good Intentions.** We agree to assume good intent when interacting in the group and to clarify meaning before jumping to conclusions. We recognize the importance of choosing our words carefully when addressing potentially problematic or controversial issues.
- **Communicate Often.** We engage in continuous support and ongoing communication to undertake our work effectively. We ask the hard questions, challenge one another, listen respectfully and are open to learning new things. We share what we know and admit what we don't. We accept and respect others' communication styles and are responsive to their communication needs.

### Integrity

- **Exhibit Professionalism.** In all we do, we do it with a passionate commitment, professional courtesy, respect and integrity, demonstrating skill, competence and character, in an open and honest manner. We value ideas, personal differences and contributions from all individuals in the group, celebrating our successes and reflecting on our challenges.
- **Practice Confidentiality.** We depend on trusting relationships to do our work. This requires an awareness and practice of confidentiality and judgment at all times. Sometimes, this may require simply not sharing. What is communicated among Joint Task Force leaders stays among Joint Task Force leaders.

### Collaborative Leaders

- **Embody Leadership.** As leaders ourselves, we lead by example and are dedicated to guiding, directing, or influencing others to recognize their potential; to use their experiences and knowledge; and to participate fully.
- **Achieve Group Process.** We are committed to relationships of the group and individuals with whom we will work. When groups work together, the steps they are working on together represent forward progress and the right outcomes will result from trusting the process, even if individuals don't always agree.

### Innovation/Systems Thinking

- **Engage in Innovation and Creativity.** We strive to do the best we can in all circumstances and situations in which we engage, introducing or inventing new or different approaches in our work. Using our imagination and team experiences aids in our development and delivery of new and original ideas, products and processes.
- **Embrace Change.** We acknowledge and accept that change is part of the culture of our work. We embrace it, help others to recognize it, and move through change more easily by being strategic, thoughtful and deliberate. We encourage risk-taking in a safe, supportive environment.

## Five Key Characteristics of an Adaptive Group

1. Elephants in the room are named.
2. Responsibility for the Joint Task Force's future work is shared.
3. Independent judgement is expected.
4. Leadership capacity is enhanced and expanded (a growth mindset).
5. Reflective practices and continuous learning is established and maintained.