

## Rooted in Relationships Coordination Responsibilities

Rooted in Relationships Coordination responsibilities include, but are not limited to:

### Planning Phase

- **Coordination**
  - Invitations to community stakeholders to participate in planning process
  - Hiring of facilitator
  - Meeting planning (date setting, arranging space, agenda planning, facilitation, minutes) inclusive of the large stakeholder group and any subgroups that may be convened
  - Regular, ongoing communication with NCFE staff regarding needs and progress
- **Fiscal Management**
  - Contracts executed to carry out planning (facilitator and others as determined by stakeholder group)
  - Record keeping, contract monitoring and payment to contract providers
  - Budget report submissions to funder (Nebraska Children and Families Foundation)

### Implementation Phase

- **Coordination**
  - Meeting planning (date setting, arranging space, agenda planning, facilitation, minutes) inclusive of the large stakeholder group and subgroups (currently Pyramid, others TBD)
  - Regular, ongoing communication with NCFE staff regarding needs and progress
  - Progress Reports to NCFE
  - Adjustments to work plan as needed based on implementation experience (Continuous Quality Improvement)
  - Work with evaluators from Munroe-Meyer Institute to implement evaluation protocol for Pyramid Model work. Seek their assistance in the development of evaluation methods for your systems strategy once it is selected
  - Conduct background checks as needed for prospective coaches prior to contract execution
- **Fiscal Management**
  - Contracts executed to carry out the project, including letters of agreements with all childcare providers, contracts with coaches, etc.
  - Record keeping, contract monitoring and payment to contract providers
  - Budget report submissions to funder (Nebraska Children and Families Foundation)

**Note:** The coordinator/fiscal agent for the planning phase can, and will likely, be different from the coordinator/fiscal agent for the implementation phase.