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Regional Peer Community Leader Co-Chair & Vice Chair Expectations Upper Midwest Alliance of YMCAs | YPN Chapters 41 & 42

The role of the Regional Peer Community Leadership Co-Chairs & Vice Chairs will be to **guide the work of a Peer Community for a specific specialty area by facilitating and supporting how the Upper Midwest region shares knowledge, learns, and innovates with each other.**

Ideal candidates for these roles are full-time Directors/Coordinators who are ready for their next opportunity to grow personally and professionally. They are highly organized, can reply quickly to requests, and are effective communicators. They should be able to spend about 1-2 hours per month on this role. Terms of this role is 2 years to be completed in December of second year with the option to continue additional terms.

There are two levels of leaders within this model: Regional Peer Community Leadership Co-Chair and Regional Peer Community Leadership Vice-Chair. **Co-Chairs** ensure consistency and communication between all states. **Vice-Chairs** support their respective Chair while connecting staff in their region of the state or a specific program area.

All Regional Peer Community Co-Chairs & Vice Chairs:

- Recruit, connect, and engage Peer Community participants
- Work closely with the other Co-Chair/Vice-Chair Leaders of your Peer Community
- Welcome new staff via email or phone call, making sure to include other Leaders where applicable
- Notify the Regional Alliance if a new staff member joins your Peer Community
- Use the current YPN staff contact spreadsheet as your distribution list
- Participate in a minimum of 75% of Peer Community scheduled calls

Regional Peer Community Co-Chairs:

- Organize ongoing communication for the Peer Community; Facebook groups chats, email groups, Zoom, Teams, etc.
- Ensure the Peer Community organizes and facilitates one or two in-person meetings per year. The Fall Conference in October is one of these meetings.
- Work with the Regional Alliance and YPN Chairs to coordinate logistics of Peer Community work within the region.
- Establish a relationship with other Peer Communities that may have overlap into your program area.

Regional Peer Community Vice-Chairs:

- Support Co-Chairs to help facilitate regularly scheduled calls / visits.
- Participate/engage with discussion on Peer Community calls. Bring ideas and suggestions to the Co-Chair to further develop the content of Peer Community work.

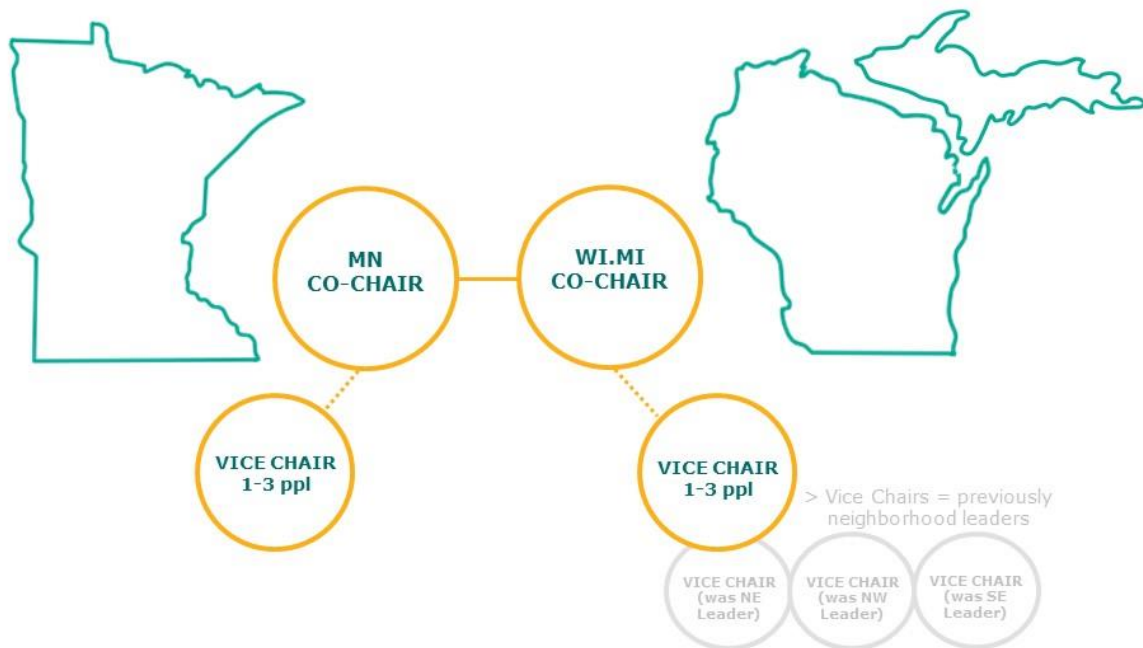
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YPN Chapter 41 & 42

REGIONAL PEER COMMUNITY STRUCTURE

Beginning 2023



Tips & Tricks to Successful Peer Community Leadership!

General Communication

1. Use the YPN Peer Community staff contact list on Link to communicate to your group.
2. When emailing a large group, always BCC recipients to avoid 'reply all' messages filling inboxes. Instead, ask a question and compile the responses. Resend an overview email with resource links and/or email addresses.
3. Use [Link](#) as a source of information. Use the 'Search' field to look up answers to questions your PC group might have.
4. 'Join' your applicable '[Community](#)' on Link and enable email notifications. You will receive great information you can share with your PC group and see what Questions are being asked nationally. You might even have an answer!
5. When you are notified of a new staff person starting, please do the following:
 - a. Send a welcome email introducing yourself
 - b. Ensure your Peer Community meeting schedule/invitation has been shared with them
 - c. Create a calendar reminder to touch base with the individual once or twice in the next year to see how they are doing

Meeting Facilitation

1. Create an agenda and request items a minimum of 1 week before each meeting.
2. If no agenda items come in, proactively seek topics that would be of interest to your group.
3. Send the agenda 2 days prior to the meeting. Include the virtual meeting link.
4. If a call will be canceled, send a notice at least 2 days prior to the call. Don't cancel it the day-of if it can be avoided.
5. Have someone take general notes or record the call. (This doesn't have to be you, assign it!)
6. Send out the post-call notes within 2 days following the call.
7. Collaborate with other Peer Communities where overlap might happen. For example, Membership & Healthy Living work together on corporate membership. Financial Development and Marketing coordinate giving campaigns. Schedule co-led calls to increase participation.