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# TOGETHERHOOD® COMMITTEE ORIENTATION MEETING AGENDA

**Attendees:** All Togetherhood Committee Members and the Y Staff Advisor. Branch leadership should be available to welcome the Committee.

**Instructions:** The Togetherhood Committee Chair runs this meeting to establish their leadership of the Committee and orient new Committee Members to the program, with the support of the Y Staff Advisor.

The success of the Togetherhood program relies on the relationships of Committee Members to each other. Consider ways to make sure relationship-building is part of this meeting.

This orientation can help the committee develop a collaborative dynamic. This meeting should be scheduled for 90-120 minutes. It includes three parts:

1. **Welcome.** Have a branch leader thank Committee Members for their commitment and share the completed *Collaborations and Strategic Priorities Worksheet*.
2. **Introductions.** The Committee Chair leads an activity to get the members acquainted with each other.
3. **Program Overview.** Watch the [Togetherhood introduction video](#) and use the [Togetherhood Orientation Slides](#) that can be modified to meet the needs of the group.
4. **Toolkit review.** Familiarize the Committee with the Togetherhood toolkit materials.

This orientation meeting kicks off the program. An initial planning meeting should follow this orientation meeting after Committee Members have had a chance to consider and research community needs and potential partners. Once projects are identified, project planning meetings should occur as needed to make sure projects are appropriately planned and supported. Consider using the introductions activities whenever a new member joins the committee.

## PART 1: WELCOME FROM BRANCH LEADERSHIP

The Branch Executive or another branch leader welcomes the Togetherhood Committee Members and shares the purpose of the Togetherhood program and the *Collaborations and Strategic Priorities Worksheet*, as completed by local Y leadership. This sets the context for Togetherhood projects and is an opportunity for branch leadership to educate the Committee about the Y and get personally acquainted with Committee Members.

It is important that the branch leader reinforces that project ideas and the leadership of each project is provided by members of the Togetherhood Committee and that branch leadership is available to support the committee and its success.

## **PART 2: INTRODUCTIONS ACTIVITY – FACILITATED BY COMMITTEE CHAIR**

**GET AQUAINTED - Big Picture Deck Activity** ([available for purchase on the YMCA Program Store](#))

**Tips:** Allow enough time for everyone to participate. Ask follow-up questions to elicit more conversation and to ensure everyone is heard. Show encouragement and support by thanking people for sharing and affirming what they shared.

### **Instructions:**

- Spread the cards from the Big Picture Deck out on a surface so that everyone can gather around. Invite everyone to select cards that fit the following descriptions. Offer the chance to opt out if they are uncomfortable participating.
- Pick one card that is a passion of yours – a hobby, pastime, personal priority or value – something that defines you or that you strongly identify with.
- Pick one card that you believe is an issue or concern in your community – a problem or opportunity that you think this group could address through a service project.
- Take turns sharing why you picked each of the cards. Allow questions from the group. Record the issues identified by the group. These can be a starting point for the planning meeting.

## **PART 3: PROGRAM OVERVIEW – LED BY COMMITTEE CHAIR**

Watch the [Togetherhood introduction video](#) and discuss reactions and questions. Use the [Togetherhood Orientation slides](#) to walk through the program in more detail.

## **PART 4: TOOLKIT REVIEW – LED BY COMMITTEE CHAIRPERSON**

Plan to spend about 30 minutes reviewing the Togetherhood program toolkit.

- Review and discuss the ***Collaborations and Strategic Priorities Worksheet*** previously completed by Y leadership.
- Spend time reviewing the ***Roles and Responsibilities*** in detail to ensure everyone understands their commitment.
- Review the “Plan the Year of Service” tools as a group: ***Community Service Calendar, Four Projects Worksheet, and Project Screen Tool.***
- Review the “Plan and Run Projects” tools as a group: ***Safety Questionnaire, Project on a Page, Project Promotions Checklist, Run Projects Checklist.***

- Review the “Report and Celebrate” tools as a group: ***Celebration and Recognition***, and the ***Report on Your Project*** link at <https://ymca.volunteermatters.net/submit>.
- Discuss any questions about the toolkit, the overall goal of the program, and then schedule the initial planning meeting which should last approximately 90 minutes.

**NOTE: Before adjourning the orientation meeting, ask Committee Members to reflect on the community issues identified and brainstorm project ideas to bring to the planning meeting.**