



## **Reorganization Task Force Structure and Guidelines**

**After SOPA Leadership in late August, we decided to form several task forces to obtain more input and generate strategies from a broader group of volunteers. The Reorg committee reviewed all of the input from the conference and afterwards and summarized into 4 main topic areas; Administration & General, Training & Competition, Fund Raising & Finance, and Program Growth.**

### **Governance and Scope**

1. Task Forces will provide input on the “big” (high-level) issues in each topic area identified from the feedback provided by Leadership Conference participants and other volunteers.
2. The Task Forces are expected to discuss and develop answers to “questions”, “concerns”, “dislikes” (*identified via Leadership Conf. and post Conf. feedback*) and identify solutions or processes that address the big issues.
3. The Task Forces’ proposed ‘way forward’ solutions will be reviewed by the Reorganization Team who will approve or adjust prior to submitting to SOPA Board for final review.
4. The SOPA Board of Directors will have final approval on the decision to move forward, how the structure will work, and the policies involved with the reorganization.

### **Structure and Guidelines**

1. Each Task Force will be made up of a cross-section of SOPA stakeholders to ensure all perspectives are considered. For this effort to be successful, all viewpoints must be welcome. We encourage group members to be open, flexible and accepting of all viewpoints and ultimately make recommendations that will serve athletes in all programs across the state.
2. Specifically, each Task Force will ensure a broad representation while maintaining a size conducive for discussion and generating solution proposals.
  - a. Representation should be inclusive of:
    - Athletes
    - Volunteer Leaders
    - Coaches
    - Family members
    - Staff members
  - b. Representation will give consideration to:
    - Program size
    - Program location (rural vs. urban)/potential regions
    - Program budget size
    - Athlete Growth potential
3. The committee will work to resolve different viewpoints. Differences of opinion should be:
  - a. Acknowledged, defined, and documented
  - b. Addressed with a consensus answer if possible, or
  - c. The group provides rationale for the range of concerns remaining for the reorg task force to review and decide.

## **Meeting Format and Expectations**

1. Task Force meeting format:
  - a. Conduct in-person meetings where possible; with webinar or call conferencing capabilities to reach all members. The anticipated time commitment for Task Force members could range from 2 to 8 hours per week for a 3-month period as needed.
  - b. Commit to a meeting schedule, and meet as often as necessary to complete “BIG” questions answers provided by input gathered to date.
  - c. Take notes/minutes at each meeting and share with Task Force members after each meeting.
  - d. Provide Progress reports/updates bi-weekly to the Reorg Team every two weeks.
  - e. Have substantially completed their task by early December to allow for an update to be provided.



## **Task Forces and Topics: The BIG Questions**

### **Administration & General Task Force Topics:**

- Can a local program keep its identity?
- What is the definition and function of a local program?
- What are the functions of staff and volunteer positions?
- How will regions manage communications to ensure maximum efficiency for volunteers and athletes?

### **Training & Competition Task Force Topics:**

- How will coach's support requirements be handled to ensure that coaches can focus on athletes?
- What competition, social interaction, unified sports and young athletes opportunities will exist in the new structure?
- How will we increase sports opportunities, ensure equity/quality across the state, offer additional sport options; increase social interaction; unified sports; young athletes?
- Where will training sites be located (same #, more, less); equal/consistent programs? How will new training sites be formed?

### **Fund Raising and Finance Task Force Topics:**

- What is the most efficient and effective way to handle budgeting and financial operations?
- How will local program fundraising events and state office fundraising events co-exist?
- Given the proposed increased staffing, how can we ensure the sustainability of the regional model?
- Will funds raised locally stay local or become part of a regional budget or go into one 'big pot'?

### **Program Growth Task Force Topics:**

- How will volunteer management recruitment work?
- How will athlete outreach/recruitment be accomplished to attain a healthy, sustainable increase?
- What is the definition of quality of experience for athletes and volunteers? What is the quality baseline?
- What does the Athlete Leadership structure look like?