



# HCCT Steering Committee Role & Member Responsibilities

## Steering Committee Role

The purpose of the Human Capacity and Community Transformation Center of Excellence (HCCT COE) is to provide national coordination to identify, highlight, and support multi-year community transformation efforts that move individuals, families, and communities towards improving human capacity, reducing dependency and sustaining self-sufficiency. Highlighted HCCT Initiatives will be focused on supports that address the complex needs of individuals, families and communities which increase human capacity and transform communities.

The HCCT Steering Committee will advise the HCCT COE, serving as **subject matter experts** from inside and outside the Community Action network. The Steering Committee will:

- Assist the COE in identifying T/TA needs of states and regions to support the implementation of HCCT initiatives
- Review T/TA resources available to the network that can support HCCT initiatives
- Assist in identifying selection criteria for highlighted HCCT initiatives
- Promote the dissemination of information and resources related to local HCCT initiatives

## Individual Member Expectations

Members of the Steering Committee are expected to:

- Prepare for, attend, and conscientiously participate in HCCT Steering Committee web-based meetings on a **quarterly basis**, communicating with the HCCT COE team at the Partnership if unable to participate
- Reflect the Promise of Community Action and purpose of the HCCT COE in decision making processes and in providing feedback
- Bring their unique perspective from their local region, state, or CAA, while considering the needs of the network as a whole
- Maintain confidentiality regarding all internal and draft matters of the HCCT COE
- Serve as a communications resource for the HCCT COE, helping to communicate the project's activities to peers in their state/region and actively soliciting feedback from the network
- Leverage connections, networks, and resources to contribute to collective action to achieve the purpose of the HCCT

The HCCT Steering Committee, whose focus is on advising the HCCT Center of Excellence (COE) to promote innovative and effective transformative practices, is distinct from other national advisory groups by having this specific, project-oriented focus during the HCCT grant period 2019-2022.

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