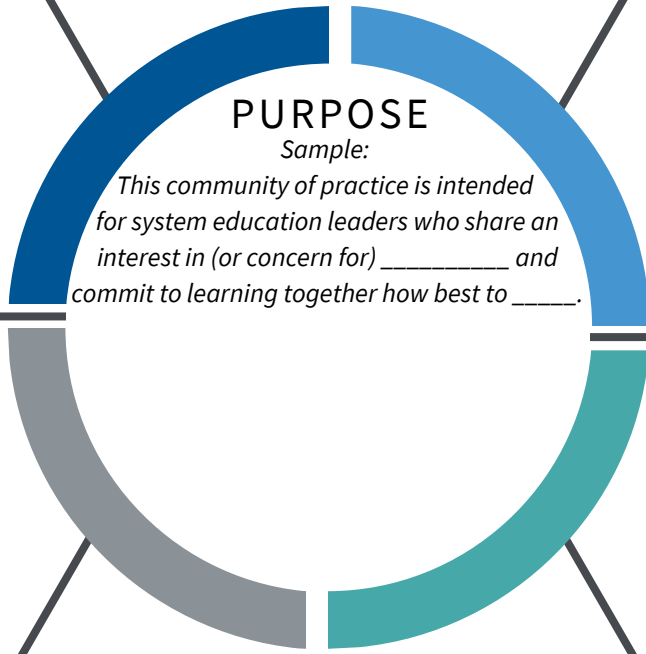


CASS COMMUNITY OF PRACTICE - PLANNING TOOL

MEMBERSHIP

LEADERSHIP

GUIDELINES



PURPOSE

Sample:

This community of practice is intended for system education leaders who share an interest in (or concern for) _____ and commit to learning together how best to _____.

IMPLEMENTATION PLAN

RESULTS & CELEBRATIONS

IMPACT ON PRACTICE

MEMBERSHIP

List the members of your Community of Practice. Consider the purpose of your Community of Practice and ensure that your membership matches that purpose.

- What is the profile of an ideal member for this Community of Practice?*
- Are there certain people who must be members in order for the community to achieve its purpose?*
- Are there members who may have different roles and levels of participation?*
- What is the ideal size of your community of practice?*
- How will members be invited to join the community?*

LEADERSHIP

There is a need for some members to take on a leadership role within the Community of Practice. These members may set up meetings, craft guiding questions or topics, and keep the community on track and aligned with their purpose.

- What will the leadership structure of this Community of Practice be?*
- What will be the leadership's role and responsibilities?*
- How will the leadership structure be communicated to the members?*

GUIDELINES

In order to create a community grounded in trust and safety, it is recommended that guidelines be created which outline the norms and expectations for the members of your Community of Practice. These guidelines could include statements about how the community will:

- ...ensure that all members have a role and a voice*
- ...stay on track and aligned with its purpose*
- ...manage conflict and disagreement*
- ...make decisions or recommendations*
- ...gather shared resources or knowledge*
- ...invite new members to join the community as required*
- ...decide when they have achieved their purpose*

PURPOSE

Use the following questions to help you draft a purpose statement for your Community of Practice.

- What is the shared area of interest and/or expertise of the members of this Community of Practice?*
- Is there a concern shared among members of this Community of Practice?*
- For what purpose are you convening this Community of Practice?*

How will the guidelines developed and shared with the community members?

Draft a plan for the implementation of your Community of Practice. Ensure the implementation plan is aligned with your purpose and considers the frequency and length of meetings, the format and content of meetings, and the tools you might use to gather knowledge and share resources. The template on page 10 of the Community of Practice guide can be used to map out your plan.

- How often, when and where will the community meet?*
- What will occur during our meetings to help us achieve our purpose?*
- What technology or resources will be required?*

Participation in a Community of Practice is one way that system education leaders can reflect on their own practice and continue to grow their skills as leaders. Consider how you will leverage the learnings acquired during your participations in this Community of Practice to enhance your professional capacity as a reflective leader.

- What new learning, knowledge, or skills did you acquire as a result of participating in this Community of Practice?*
- How will these new learnings, knowledge, or skills translate into your professional practice?*
- What self-reflective practices will you use to continue to build your professional capacity?*

Given the purpose of your Community of Practice, think about the evidence you will collect along the way to demonstrate achievement of that purpose.

- What evidence will your Community of Practice collect to share with others at the CASS Annual Conference in March?*
- How will reflection and celebration be embedded throughout?*

IMPLEMENTATION PLAN

RESULTS & CELEBRATIONS

IMPACT ON PRACTICE