

**Committee  
Charter and Work Plan  
Section I: The Work of the Committee**

**Section 1A – The business of the Committee**

**Committee Purpose**

Mission Statement:

The EL Committee seeks to advance the conversation of what quality EL education looks like in after school, and we inform members of promising practices, strategies and resources to effectively support English Learners.

The Committee Will:

- Offer forums for network participants to discuss elements of quality EL practices of after school programs.
- Identify and disseminate resources to support after school programs to meet the diverse needs of English Learner students.

**Outcomes/Goals**

*What do you expect to be different for the Network and its' members?*

*What goals are you trying to achieve?*

1. Increase the field's knowledge of the multiple needs of ELs including socio-emotional and academic needs
2. Increase the field's access to quality resources, tools and strategies
3. Provide a space for participants to have dialog around trending topics and challenges in working with English Learners in after school

**Section 1B – How will the committee work effectively?**

**Guiding Principles**

*What principles or tenets if any do you want the group to work within?*

- Voices and perspectives of members from a diverse range of roles within a program/after school field are valued and encouraged
- We recognize that English Learner students and families come with a variety of strengths and assets
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**Meetings**

*How often will the committee meet? What method of communication will be used between meetings?*

**Decision-making points and process**

*(What kinds of decisions need to go to the Leadership Team/Executive Committee? What decisions can we make within the committee)*

- The Committee will decide which issues should be brought forward for discussion, forums or surveys by Network participants
- The Leadership Team/Executive Committee will make decisions on issues that affect more than one committee

### Section II: Work Plan

Goal	Project	Milestones	Due date	Completion Date	Who is responsible?
- Disseminate the findings from the EL Summits	- Write (at some level) findings from the EL Summits	- Analysis of findings - Written report	TBD – DEPENDENT ON FUNDING		- consultant
- Garner input from the filed on the EL summit findings and determine steps to address findings	- Present findings at conferences and other forums/opportunities	- Determine which forums/opportunities to present at			- Committee and/or co-chairs
- Provide practitioners with accessible strategies while promoting LIA and Summer Principles	- Create an EL Tip Sheet that highlights strategies for supporting ELs that highlight the LIA principles				- Subcommittee

Committee Charter

Goal	Project	Milestones	Due date	Completion Date	Who is responsible?
- Provide additional resources on working with ELs in after school	- Organizing and enhancing the EL Resource page on the CAN website				- BRUNO, SUB COMMITTEE AND CO-CHAIRS

**Budget**

*List any budgetary items you anticipate the group may have (e.g., printing, publicity, etc). Will these issues be covered in the committee’s existing budget or do they need to come from another source?*

- \$2000 for consultant to write report
- money to print report
- \$500-1000 for attending conferences

**Resources**

*Human resources (other than the existing committee members) needed to get the work accomplished. Estimate the time implications for these resources.*

## Committee Charter

### **Risks**

*Identify any potential problems or issues that may impact meeting the milestones. Describe what can be done to minimize risk related to the problem(s) identified (e.g., contingency plan).*

### **Success Criteria**