

**Meeting of State Commission Executive Directors  
April 5-6, 2005  
Washington DC.**

**Session Planning and Design Worksheet**

**Session Lead and contact information:**

Ralph Morales

**Session Title,  
Date and Time:**

**CNCS State Office Roles and New Protocols**

Tuesday, April 5, 1:30 – 2:15 pm

**Session Objective(s):** *What is the overall purpose of the session? What knowledge/skills/attitudes is the session designed to achieve?*

**Purpose:** To clarify the current status of assignments/roles/functions within AmeriCorps/State at the Corporation, describe what commissions can expect from CNCS, and how CNCS staff will communicate with commissions.

**Session Outline:** *List the methods you will use to achieve the session’s objectives.*

Method (e.g. lecturette, small group work, case study, etc.)	Describe what will be covered in each segment.	Length in minutes	Presenter(s)
Large Group	References David’s remarks in strategy session about role of state commissions and state offices supporting governors in promoting service; remarks about how AC/State is changing its relationships/communications with state offices and the desired benefits of doing so; reintroduces Paul and state office staff	5 min	Ralph Morales
Large Group	Remarks about how state offices are changing relationships/communications with AC/State; and, “State Office 101” - list current functions of state offices (all the things state offices do – Senior Corps and VISTA and that they may do – national direct site visits, standards visits, next generation grants, etc.) Paul, I would not assume that all EDs know what’s involved with SC and VISTA so I’d walk them through at least the basic steps (and there will be 13 new EDs in the room	10 min	Paul Schrader
Small Group Discussion	Ralph to give instructions: table discussions/brainstorms facilitated by state office staff (7 tables) to answer 2 questions: “What do state commissions and state offices do well together now?” “What could CNCS leadership do to make working together better?” We want concrete examples – things that other states might want to incorporate and that CNCS should consider.  State Office staff to serve as discussion leaders.	20 min	Ralph

Method (e.g. lecturette, small group work, case study, etc.)	Describe what will be covered in each segment.	Length in minutes	Presenter(s)
Report Out	Report out from each table of one thing from each list (works well, CNCS could do to make better)	10 min	Ralph and Paul

**Handouts, overhead transparencies, and other pre-printed materials.** *List handouts.*

- Berning Memo
- Field Office Org Chart
- Table Discussion Questions

**Equipment and Supplies.**

We will have a laptop and LCD projector available for any Powerpoint needs. Flipcharts/markers will also be available.