Maintaining a Vibrant SET Regional Team

Special Topic on Leadership & Sustainability
A Look Back at Past SET Regions: Key Concerns

1. Who Is Coordinating the SET Effort? Who Is Handling Internal Communications?

2. How do We Keep All Counties Involved & Informed?

3. How Do We Get & Keep People Engaged?

4. How Do We Handle Turnover of Team Members?

5. How Do Keep the Momentum Going Over the Long-Term?
Who Is Coordinating the SET Effort?
Who Is Handling Internal Communications?
Possible SET Regional Team Structure

- Counties/Region
- SET Regional Planning Team
- Core Team
- Regional Coach
Responsibilities of the Regional Planning Team

1. Participate in SET team meetings
2. Contribute personal & professional knowledge
3. Identify local resources to support SET
4. Help plan the Civic Forum
5. Provide input on possible SET goals and strategies
6. Take an active part in finalizing goals and putting SET plans into action
7. Keep the counties they represent informed of the SET work
8. Serve as a positive voice for the SET program
The Core Team Responsibilities

Keeps all phases of the SET effort on track:

- Meeting logistics
- Local and external assets and resources
- Communication
- High Quality Plan writing
- Updates and impact reports
Regional Coaches’ Responsibilities

Works with the Core Team in guiding the overall SET effort

- Delivers/Guides SET sessions
- Fosters an inclusive Planning Team
- Advocates for strong communication between Core and Planning Team members
- Promotes county & regional input, feedback & engagement
- Ask questions to help guide planning
- Guides the team in the development of a high quality regional plan
Community Residents: Their Roles

- Take an active part in the Civic Forum
- Provide input on the issues and opportunities in the region
- Offer feedback on drafts of the high quality plan.
- Volunteer to be actively involved in the major initiatives of the SET regional plan.
- Serve as a source of new SET Regional Team membership
How to Keep All Counties Involved?
One Way to Keep Counties Involved

Regional Coach

Counties/
Region

Planning
Team

Core Team

Active
Representation
from Each County
Getting & Keeping the Right People Engaged?
Recruiting & Engaging the Right People

SET Planning Team Members

- Business & Industry Reps.
- Local & Regional Governments & ED Orgs.
- Educational Leaders
- Nonprofit & Voluntary (Civic) Groups
- Local Residents, Including Underserved Groups
- Faith-Based Groups
- Community Foundations
- State & Federal Reps.
- Extension & RD Stakeholders
Keeping Local Influentials in the Loop?

Levels of Leadership:
- General Public
- Doers
- Implementers
- Legitimizers
How Do We Handle Turnover of Team Members?
Readiness Assessment
## Succession Planning: Rating Your Readiness

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<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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<td>1. Our team has a succession plan in place</td>
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<td>2. If a team leader is unable to serve, we have a person(s) identified to take over</td>
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<td>3. The team can succeed without the current team leader(s)</td>
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<td>4. If the team leader was to leave, the team would retain the institutional knowledge</td>
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<td>5. Our group knows the external people and groups to contact if the leader leaves</td>
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<td>6. We have job descriptions for all key leaders of our team</td>
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<td>7. Individuals have been mentored to step into positions on the SET team when they become open</td>
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<td>8. We select new team members based on how they can help achieve our long-term goals</td>
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<td>9. We are actively developing leadership from within our team so they can step in when vacancies occur</td>
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**TOTAL number of checkmarks recorded in each column**
Succession Planning Situations

Emergency Succession

Two possible situations

Planned Departure

What would you do?
Talent Development

Forward thinking strategy designed to:

• Develop a leadership readiness pipeline

• Build internal talent

• Promote the group sustainability

• Build “bench strength!”
Replacement Planning

• Represents the most common approach

• Usually involves asking for volunteers to fill a vacancy

• Personal one-on-one appeal is common as well

Improve the process by:

• Having a job description

• Examining roster of members and proactively target viable candidates

• Providing mentoring opportunities
What Succession Strategies Should We Use?

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<th>EXTERNAL</th>
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How Do We Keep Momentum Going Over the Long-Term?
Ingredients for Maintaining an Effective SET Team

- Establish a Core Team to handle the logistics
- Provide Team members with a list of roles and responsibilities
- Understand the expectations of a Regional Coach
- Recruit a diversity of people to serve on the Planning Team
- Invite residents to weigh in on the plans generated
- Keep key local/regional leaders informed of SET activities;
- Develop a sound succession plan
“Experience has shown that poorly handled transitions can wreak havoc on an organization. Meanwhile, carefully planned and managed transitions actually set the organization up for greater successes in the future.”
