



Part One: Get Ready > 2. Build your team and map out your process.

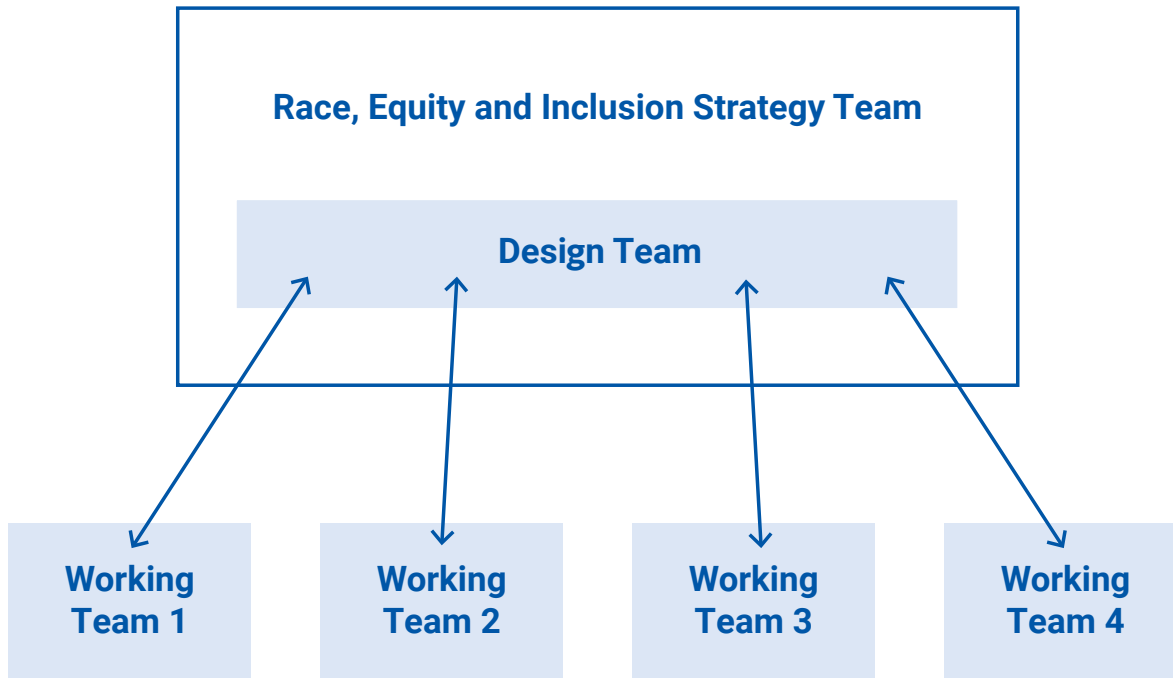
SAMPLE TEAM STRUCTURE

A Race, Equity and Inclusion Strategy Team typically includes a range of stakeholders and takes responsibility for the content of the work, such as which inequities do we want to focus on? What are our strategies? What are our goals and plan of action? Who will we partner with to implement our plan?

Depending on the size of your team, you may also want to ask a subset to serve as the Design Team, which makes decisions about process. What learning and planning activities will we design? Who will be involved? How long will the process take? What internal and external resources will we need? For individual meetings, what are the desired outcomes and agenda?

You might also need to establish Working Teams to take on specific tasks (e.g., organizing a town hall meeting, researching a specific issue and promising strategies for addressing it).

Example:



Composition for each Working Team

- Community Co-Lead
- Resident Co-Lead
- Facilitator
- Design Team Member
- Staff Person
- Team Member

Team Roles

- **Race, Equity and Inclusion Strategy Team:** Make critical decisions about plans.
- **Working Teams:** Establish outcomes and develop strategy recommendations for improving results in their area of focus.
- **Design Team:** Maintains the integrity of the planning process and organizes information for Planning Team decision making.