

**JUNTOS 2008-2009  
Organizational Plan  
&  
“Job Descriptions”  
DRAFT**

**Organizational Overview**

**JUNTOS Steering Committee (Adults and Youth)**  
*Representatives from Pojoaque, Española and Los Alamos*

<u>Española Team</u>	<u>Los Alamos Team</u>	<u>Pojoaque Team</u>
Adults (Minimum 2)	Adults (Minimum 2)	Adults (Minimum 2)
Youth (2)	Youth (2)	Youth (2)

(Use '08 Summit Action Plan as Planning Guide)

JUNTOS Coordinator, Lindsay Milligan, YMCA Youth Director

Lori  
*(Ex officio)*

**“Job Descriptions”**

**Lori-**

Coordinates August 5 JUNTOS Adult Quarterly Meeting.  
Ensures adult assumption of responsibility.

**JUNTOS Steering Committee-**

Assumes leadership and responsibility of JUNTOS for 2008-2009  
Chooses Co- Chairs (one from the Valley and one from the Hill)  
Is introduced to JUNTOS Coordinator and her job responsibilities  
Reviews Summit generated Action Plan  
Assigns adult leadership roles in three different communities  
Facilitates drawing of JUNTOS Team Action responsibilities – *(this will determine which Team will take responsibility for one of the three categories on the Action Plan)*  
Agrees to meet every 6-8 weeks with defined dates  
Develops JUNTOS '09 Summit Agenda  
Chooses a Chair or co-chairs for the Finance Committee and assigns responsibilities *(LA JJAB will continue as fiscal agent)*.  
??Assigns responsibility for '09 20/20 attendance

**Finance Committee-**

Works closely with community/state/national organizations with similar goals  
Makes use of Katie Bridgewater, grant writer  
Develops strategies to generate a minimum of \$30,000 for 08-09 with funds coming from sources in the Valley and on the Hill

**JUNTOS Adult Team Leader(s)-**

Organizes and sustains community JUNTOS Youth Team at the High Schools  
Coordinates JUNTOS initiative with local school

Advertises and promotes JUNTOS in local High School  
 Develops annual calendar  
 Locates Youth Leader  
 Trains Youth Leader in responsibilities  
 Introduces Action Plan with JUNTOS Team  
 Implements student action planning  
 Communicates with JUNTOS Group Coordinator quarterly (coordinate this date with all adult leaders so Coordinator can assemble a report to give to JJAB coordinator)  
 Develops Youth Leader Evaluation Form

### **JUNTOS Teams-**

Commits to JUNTOS goals and meetings  
 Generates ideas for further JUNTOS goals  
 Gives input for Summit Agenda  
 Assumes responsibility for implementation of action plan  
 Attracts additional Team members  
 Attends JUNTOS '09 Summit  
 Works closely with JUNTOS Youth Leaders

### **JUNTOS Youth Leaders-**

Assists JUNTOS Adult Leader in working with Youth Team  
 Encourages new Team members  
 Communicates with JUNTOS Coordinator on monthly?weekly? basis

### **JUNTOS Coordinator-**

Assumes responsibility for assisting the JUNTOS Steering Committee in developing and sustaining the JUNTOS mission with a compensation not to exceed \$10,000.  
 Coordinates Steering Committee, rotating locations  
 Attends all Steering Committee meetings  
 Takes Group meeting notes and sends out to members  
 Assists in planning and implementation of the '09 Youth Summit  
 Maintains monthly communication with Adult Team Leaders  
 Coordinates a joint all-JUNTOS Team activity once a quarter (or every other month?) to be located in each of the three communities?  
 Communicates and assists Youth Leaders and Adult Team Leaders  
 Assembles monthly reports from Team Leaders and reports to JJAB Coordinators  
 Organizes.....  
 Encourages.....

Possible activities and other ideas. . . . .

- Jo Zamora and Liz DeWitt-Vigil scheduled youth workshops in addition to 2009 Youth Summit (one or two during school year)
- More training on race, racism, and white privilege by Johanna Eager or others (Social justice in education)
- Where and when to display the art boards from the summit?
- Continue at-large adult quarterly meetings
- A youth activity at least quarterly or every other month? (Rotating communities with community team organizing, etc.)
- Depending on funding success, stipends for community adult and youth leaders? How much?
- Independent web site? Tia Carmichael