



TOOLKIT FOR INCREASING UPWARD MOBILITY IN YOUR COMMUNITY

Sample Agendas for Building Your Mobility Coalition

This worksheet is part of the Upward Mobility Initiative's [Toolkit for Increasing Upward Mobility in Your Community](#). Use it to develop agendas for your initial Mobility Coalition meetings. Remember that coalitions aren't built in one or even several meetings. You will also need to build momentum in between meetings. These agendas provide suggestions for what to cover in your coalition's meetings, but we encourage you to customize them to fit where you are in your coalition process.

Introductions and Team Building

- Welcome remarks (project manager)
- Introductions
 - Introduce yourself: name, pronouns, and affiliations
 - Icebreaker questions
 - Why do you do this work?
 - Who do you want to be a good ancestor for?
 - What motivated you to join this coalition?
 - What do you hope to learn through this work?
 - What do you hope we accomplish as a coalition?
 - What are you most proud of in the work you're currently doing?
- Work overview and alignment
 - Overview of the challenge the coalition is organizing around
 - Present the Upward Mobility Framework that will serve as common ground for strategy and goals for addressing mobility challenges
 - Preview your community's Mobility Metrics or other data
- Q&A
- Next steps

Discussing Management Structure and Expectations

- Welcome and goals
- Discuss workstyles
 - How do you prefer to receive and communicate information?
 - How do you engage best with others?
 - What opportunities or constraints does your department or organization create for our work?
 - How does the approval process work for your department or organization?
- Agree on norms that will guide the relationships between people on the Mobility Coalition
- Collaboratively set expectations for the Coalition
 - How frequently should our Coalition meet to advance the work and not overburden members who have other responsibilities?
 - Which forms of communication does your team or office use?
 - Which forms of communication do you like using most? Why?
 - What does a respectful relationship between Coalition members look like to you?
 - What does a disrespectful relationship between Coalition members look like to you?
 - How should we decide what and when we share our work publicly?
 - How much time can we reasonably expect you to spend on this work each month?

Determining How Decisions Will Be Made

- Welcome
- Ice breaker
 - What is a value you hold that you want to see come through the coalition decisionmaking process?
- Discuss how various partners typically make decisions
 - Who gets to provide input? Who has the final call?
- Present different decisionmaking methods
 - Consensus model
 - Majority rule
 - Unanimous support
 - Simple majority or plurality
- Decide on the decisionmaking model that the Mobility Coalition will adopt
- Decide on accountability measures
 - Who is accountable when decisions are not properly met or implemented?
 - How will responsibilities be delegated and distributed across the Coalition?