



The Becoming Project

Roles and Reporting

Coordinating Team

Dr. Marcia Riggs - Ombudsperson

- Contributes experience and insight as CTS Ethics Professor and Ombudsperson to the Task Force
- Liaison with Rev. Jane Fahey and Dr. Leanne Van Dyk and the Task Force
- Collaborates with Alina Bowie and Suzanne Yoder on the structure and work of the Task Force and the Coordinating Team
- Assists the Task Force in working collaboratively and creatively within the group and the community in defining and proposing actions toward the TCC Preferred Narrative
- Acts as a mediator if needed for the Task Force or project teams

Alina Bowie -Organization Development Facilitator

- Contributes experience and insight as CTS alum and staff person to the Task Force
- Provides resources, data, and strategies to assist with navigating organizational change
- Fosters an environment of collaboration and co-inquiry to aid in clarifying core organizational challenges
- Provides industry data of similarly situated institutions and organization development scholarship to assist with intervention design, planning, and implementation

Suzanne Yoder - The Becoming Project Administrator

- Contributes experience and insight as CTS alum and staff person to the Task Force
- Reports to Dr. Marcia Riggs, Ombudsperson
- Collaborates with the Coordinating Team on the structure and work of the Task Force
- Schedules the Task Force's meetings and notifies all members of scheduled times and location
- Captures the outputs of all Task Force and project sub-groups meetings and maintains a compiled view of the Task Force's projects, action items, and metrics
- Maintains all formal records, minutes, and reports of the Task Force for eventual archiving by the CTS archivists
- Distributes minutes, project, action, and metric reports to Task Force members and the President after each meeting.

- Liaison with the CTS Director of Marketing Communications on opportunities for communication and publicity of the project outside the CTS community
- Communicates the Task Force's work within the CTS community (e.g., becomingcts.com, email, and community social media), after approval by the President
- Maintains confidentiality of team discussions and interactions

Implementation Task Force Members

- Contributes their experience and insights from their role or roles at CTS to the Task Force
- Liaison with and bring the input of the constituency to the Task Force
- Champions the work of the Task Force to CTS community according to the mutually agreed upon messaging.
- Actively contributes to the work of a project team within the Task Force.
- Convenes sub-groups of constituents to accomplish tasks decided upon by the Task Force and report back to the Task Force
- Maintains confidentiality of team discussions and interactions

Sponsors – Rev. Jane Fahey & Dr. Leanne Van Dyk

- Authorized by Board to appoint Task Force
- Champions the work of the Task Force to CTS community internally and externally
- Provides guidance to the Coordinating Team in managing the work of the Task Force
- Considers requests for and, where possible, provide access to people and resources to aid the work of the Task Force.
- Reports recommendations of the Task Force to the Board

Reporting to Sponsors:

First of each month (or as needed to facilitate communication and progress on specific tasks)

- Summary of activity and any requests for access to people and resources needed
- Minutes of Task Force meetings and meetings with Director, Marketing Communications
- Recap of next steps and team assignments from meetings

CTS Director, Marketing Communications - Jennifer Cuthbertson

- Receives a copy of monthly Sponsor Report summary
- Meets monthly with The Becoming Project Administrator for insight into possible external communication and public relations opportunities
- Takes advantage of communication and public relations opportunities outside CTS
- Consults with the President for any internal or external communication opportunities