



The Quantum Management System

Coordinators for Focus Team Participants

Volunteer/Stakeholder

Role & Responsibility

The Coordinator for Focus Team Participants is responsible for sourcing and coordinating a team of Volunteers each seeking active participants for a specific QMS Focus Team Meeting and/or Sub-Team Meeting. Volunteers are to source a variety of qualified, experienced professionals in the field being discussed as well as complementary and support areas, end-users, representational interests (original people's, youth, seniors, disability, mental health) and neutral observers. Once a Focus Meeting participant list has been fully enrolled with all the participants required the QMS Steering Team will be informed plus both the Facilitator's, and Minute Takers Coordinators to get the meeting process activated.

Coordinators will be required for each specific area of Focus – Health, Education etc. and will work to source participants for that particular area of Focus. Other Coordinators will be required to source representational participants* – original nations, youth, seniors, disability, mental health, end-users/consumers, and neutral observers. (*These participants can be used across any Focus area and attend different meetings)

The Coordinator will collect information on the availability of the participants and work out the appointed dates/times for meetings once the Team has been assembled. Any Sub-Teams arising from the Core Focus Team are to be coordinated in the same manner. The Coordinator will liaise and work with the Focus and Sub-Team Representatives as a contact point to assist with any administrative needs.

Focus Team Participant Coordinators will not be micro-managed and will be left to take responsibility for their team or resource in general. Coordinator's will be required to check-in once per week, and as necessary on top of this, with the QMS Steering Team to inform them of what is going on, being planned, how things are happening in regards to all that they are coordinating, and any other relevant business as the QMS Steering Team have 100% control and oversight on all matters regarding the QMS.

The weekly meeting is a way of ensuring the Steering Team and Coordinators' are all on the same page and know what is going on and to stay in the loop together. This way the QMS Steering Team can offer their thanks, gratitude and appreciation for the Coordinators' work and to all those concerned in the coordinating and volunteering process.

Focus Team Participants			Coordinator/Facilitator:		
Find Focus Team Participants	Find Representational Participants	Find End-user Participants	Find Observers	Admin and Contact Point for Participants	Meet with QMS Steering Team
To find/source persons to participate in the specific Focus Team and Sub-Teams as per the directive regarding a full range of professional and complementary areas	To find/source persons to participate in Focus Team meetings to represent: <i>Original Nations</i> <i>Youth concerns</i> <i>Seniors concerns</i> <i>Disability concerns</i> <i>Mental Health</i>	To find/source persons to participate in Focus Team meetings to represent the end-user aspect of services and provision etc. in all Focus Team areas	To find/source persons to participate in Focus Team meetings to observe only and not participate – as a neutral body	To be a contact and liaison point for all Team Participants, Observers and Team Representatives and to assist in any way possible. To allocate participants to meetings and general admin	Meet with the QMS Steering Team once per week to obtain meeting dates and times, and share any other information as required.

- Additional Coordinator and Volunteer roles may become evident or expanded as the journey progresses – these will be advertised as necessary.