

Element	Description
Purpose / Role	<p>The Age Friendly Coalition for Seattle &amp; King County formed work groups (aka committees) to:</p> <ul style="list-style-type: none"> <li>• Identify and implement domain-based projects that support and promote age-friendly communities in our region;</li> <li>• Engage community in the work, and ensure that the work reflects and responds to the needs/desires of the community; and</li> <li>• Do the work that government can't and/or build on work that government and other partners are already doing.</li> </ul>
Who	<p>Work groups comprise coalition members and other stakeholders, including community members and subject matter experts. Members are self-selected by affinity, interest, and capacity.</p>
Results / Accountability	<p>Work groups will identify:</p> <ul style="list-style-type: none"> <li>• Workgroup leaders (non-HSD staff) who are willing and have capacity to hold the group accountable.</li> <li>• Projects or other objectives they want to accomplish.</li> <li>• Frequency, location, and duration of meetings that are needed to help them accomplish their goals.</li> <li>• Timeframes to complete their projects, if applicable.</li> </ul> <p>Work group leaders will</p> <ul style="list-style-type: none"> <li>• Develop agendas that include the purpose of the meeting – why the group is meeting and what they hope to accomplish</li> <li>• Close meetings with agreed upon action steps.</li> <li>• Provide status reports to the coalition at bi-monthly steering committee and full coalition meetings.</li> </ul>
Support / Alignment	<p>ADS staff support work groups in the following ways:</p> <ul style="list-style-type: none"> <li>• Provide neutral facilitation for meetings</li> <li>• Record and distribute notes</li> <li>• Assist with logistics – scheduling meetings and reserving rooms</li> <li>• Provide context, data, and other resources</li> </ul> <p>ADS staff also support other groups and councils whose work aligns with the Age-Friendly Coalition. In this support role, staff help ensure that work groups are not duplicating efforts and facilitate collectively working toward common goals. ADS currently staffs the following organizations:</p> <ul style="list-style-type: none"> <li>• NW Universal Design Council</li> <li>• Healthy Aging Partnership</li> <li>• Aging &amp; Disability Services Advisory Council</li> <li>• Mayor's Council for African American Elders</li> </ul>

