

Convening: Annual Rhythm

We recommend that coalitions gather regularly with an annual rhythm. Below are some examples of annual rhythms. These examples also include leadership team meetings so that all meetings/gatherings taken together are distributed as evenly as possible. (“VC” = Video Conferencing; “IP” = In Person).

Leadership Team Meeting Definitions

Regular: 30-60 min, VC or IP, for ongoing fulfillment of essential functions

Planning: 2-4 hours, VC or IP, for quarterly planning, special, and annual gatherings

Annual: 4-8 hours, IP, for leadership team orientation, goal setting, and annual rhythm.

Coalition Gathering Definitions

Regular: 30-60 min, VC or IP, for check-in, updates, opportunities, and ongoing collaboration

Special: 1-2 hours, IP, for relationship building, special content/speaker

Annual: 2-3 hours, IP, for annual gathering, reporting, and fundraising

Regional: Gatherings of distinct geographic areas within a coalition

Example 1:

Quarter	Q1			Q2			Q3			Q4		
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leaders	Planning	Regular	Regular	Planning	Regular	Regular	Planning	Regular	Regular	Planning	Regular	Regular
Coalition	Regular	Regular	Special	Regular	Regular	Special	Regular	Regular	ANNUAL	Regular	Regular	Special

Example 2:

Quarter	Q1			Q2			Q3			Q4		
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leaders	Planning	Regular		Planning	Regular		Planning	Regular		Planning	Regular	
Coalition		Regular	ANNUAL		Regular	Special		Regular	Special		Regular	Special

Example 3 (with regional gatherings):

Quarter	Q1			Q2			Q3			Q4		
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leaders	Planning	Regular	Regular	Planning	Regular	Regular	Planning	Regular	Regular	Planning	Regular	Regular
Coalition	Regular	Regional	Special	Regular	Regional	Special	Regular	Regional	ANNUAL	Regular	Regional	Special

Example 4 (with regional gatherings):

Quarter	Q1			Q2			Q3			Q4		
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leaders	Planning	Regular		Planning	Regular		Planning	Regular		Planning	Regular	
Coalition	Regional	Regular	Regional		Special	Regular	Regional		ANNUAL	Regular	Regional	