



NCSBE HUBS STARTER GUIDE

Helping Us Be Successful

A NEW ADVENTURE

It is very exciting to embark on a new professional adventure aimed at "Helping Us Be Successful." The HUBS committee thanks you for your willingness to embark on this new journey.

First steps are often the most difficult... and the most vital! The suggestions made in this starter guide are aimed at assisting with those first steps. We realize leaders may well have their own similar polished versions. Don't hesitate to reach out to any HUBS committee member with questions and/or concerns.

HUBS MEETING #1

- Discuss and document HUB mission and goals if needed
- Review member list and designated member participation levels for appropriateness
- Decide on bi-weekly meeting schedule
- Discuss attendance expectations
- Agenda expectations
- Select notes/action items format
- Select notetaker/reporter
- Creating a team in TEAMS? Create a Name?
- First pass on list of key dates, core components

***Needed Members** are expected to attend all meetings. **As Needed Members** should be invited to all meetings and alerted as to when their attendance is needed. **As Needed Members** should try to attend meetings occasionally to remain informed in the HUB areas of focus.
Alternate Members

HUBS COMMITTEE

Neil Baddour
Karen Brinson Bell
Lisa Berot
Ted Fitzgerald
Terry Harris
Trena Velez

HUB LEADERS & CO-LEADERS

Absentee by Mail:
Campaign Finance:
Candidacy:
Canvass:
Geocode/Jurisdictions:
Human Resources:
In-Person Voting:
Intake and Support:
Outreach:
Team 101:
Voter Registration:
Voting Systems:

will be asked to participate when (for whatever reason) additional county input is needed, or a vacancy in county HUB membership develops.

All members should communicate with the Hub leaders items that should come before the Hub including but not limited to changes due to litigation or legislation, enhancements, ideas for job aids or training, and best practices to share or draw upon.

HUBS MEETING #2

- Identify tasks, projects associated with key dates and core components
- Prioritize tasks and projects
- Match members to tasks and projects
- Create calendar items to add to Master Calendar
- Use of TEAMS planner? Other helpful tools?
- Discussion of where to house/edit documents?

**HUB leaders should apprise managers of progress.*

HUBS MEETING #3

- What's working?
- What's not?
- Adjustments needed to members, calendars, assignments?
- Revisit/adjust timelines for tasks, projects

**Managers should alert HUBS committee of needs and concerns.*