NAC Roles and Responsibilities (Handout)

Members of the Needs Assessment Committee (NAC) should be able to commit to the following:

**Attending all scheduled meetings.** This commitment is important as this Comprehensive Needs Assessment (CNA) process builds on the insights and decisions that the group makes in previous meetings.

**Participating at a high level.** Members speak for the interests of migratory children and families that they serve as well as for their colleagues who do similar work.

**Serving as a representative of others who hold a similar position in the state.** Members should be asked to poll their colleagues for their opinions concerning various aspects of the CNA and to report back regularly to update them on progress. This feedback loop enriches the NAC’s conversation and informs others as the CNA advances.

**Analyzing data and making decisions.** Members are selected based on their experience and job responsibilities. The NAC will need broad representation to help the group understand the information gathered and make decisions when solutions are offered.

**Recommending solutions.** Members will identify evidence-based and effective strategies that will address the needs identified in the CNA process.