

Guidelines for Exploring Interagency Opportunities

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"The most successful parent advisory committees are those with a clear purpose of who is asking for advice, what advice is being sought, and who is committed to hearing and responding to the advice." B. Schwab, 1992

Name of group: _____

Contact person/s: _____

Phone/email: _____

- Advisory
- Governing
- Requested mission/vision/purpose statements, bylaws, organizational chart, past meeting minutes, reports or other publications, parent or member handbook

Purpose: _____

Mission: _____

Vision: _____

(Consider: Is this a good fit with my own sense of vision, mission, and purpose?)

Membership

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- Appointed Elected

Requirements: _____

Application or nomination process: _____

Composition of membership: _____

Number or percentage of _____ parents _____ consumers _____ agency

_____ community _____ other

Length of term: _____



Operating Procedures

Informal Formal (i.e. Robert's Rules of Order)

Decision-making by

- Consensus
 Majority Vote
 Other

Who determines the agenda? _____

How do members place items on the agenda? _____

Who leads the meetings? _____

Officers are: Appointed Elected

Officers/leadership and their responsibilities: _____

Meeting Logistics

Frequency: _____

When: _____

Where: _____

Is expense reimbursement available if needed? _____

Parent Role and Responsibilities

Is there a plan for new member and/or parent orientation? _____

Parent-member "job description": _____

Expectation of work outside of regular meeting times: _____

Type of work: _____

Frequency: _____ Estimated Time commitment: _____

(Consider: Can I realistically fit this commitment into my life right now? Can I make arrangements to attend meetings at the time, place and frequency required?)

Current parent-members I can contact for more information and insights: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Accomplishments of this group: _____

Meeting Observation Notes

Date: _____

Follow-up Questions: _____

My Action Plan: _____