



# Guidelines for Exploring Interagency Opportunities

*“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

- 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_