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:

________________________________________________________________________

________________________________________________________________________