

Exploring Interagency Opportunities

My Reasons for Joining the Group

The issues I care about: _____

My personal goal for making a difference: _____

Group Information

Name of group: _____

Contact person(s): _____

Phone/email: _____

Role of Group: Advisory Governing

Request 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 or Elected

Requirements: _____

Application or nomination process: _____

Composition of membership: _____

Number or percentage of: ___ parents ___ consumers ___ agency ___ community ___ other

Length of term: _____

Consider: Can I commit to the term and actively participate?

Operating procedures

Informal Formal ([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 travel required? _____ Is mileage reimbursed? _____ Is a stipend provided? _____

Is a computer required? _____ Is liability coverage provided? _____

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?

Parent role and responsibilities

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

Parent-member "job description": _____

Consider: If I were a family representative, what ways can I collect input from other families so that I can better represent their interests?

Expectation of work outside of regular meeting times: _____

Type of work: _____

Frequency: _____ Estimated Time commitment: _____

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

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Past accomplishments of this group: _____

Adopted from: 'Guidelines for Exploring Interagency Opportunities', ACTION Sheet: PHP- c99, PACER Center, 2004.

<https://www.pacer.org/Parent/php/PHP-c99.pdf>



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