# Your Logo Goes Here

# Group Information

Name of group:

Contact person(s):

Phone/email:

Role of Group: [ ]  Advisory [ ]  Governing

Purpose:

Mission:

Vision:

# Membership

Members are: [ ]  Appointed [ ]  Elected

Membership Requirements:

Application or nomination process:

Composition of membership:

Number or percentage of:

 \_\_\_\_ parents \_\_\_\_\_ consumers \_\_\_\_\_ agency \_\_\_\_\_ community \_\_\_\_\_other

Length of term:

# Operating procedures

[ ]  Informal [ ]  Formal ([Robert’s Rules of Order](https://robertsrules.org/robertsrules.pdf))

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:

How is this communicated:

Is travel required? [ ]  Yes [ ] No

Is mileage reimbursed? [ ]  Yes [ ] No

Is a stipend provided? [ ]  Yes [ ] No

If so, provide details:

Is a computer required? [ ]  Yes [ ] No

Is liability coverage provided? [ ]  Yes [ ] No

# Parent role and responsibilities

Why parent role is important to the committee:

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:

Current parent-members to contact for more information and insights:

Name: Phone: Email:

Name: Phone: Email:

# Accomplishments of this group