

Parent Exploring Opportunities Form

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 Elected Volunteers

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? Yes No Is mileage reimbursed? Yes No Is a stipend provided?

Is a computer required? Yes No Is liability coverage provided? Yes No Yes No

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>