

START Parent Leadership Development Training

Serving on Groups That Make Decisions

Roles of Families and Skills for Serving on Groups

October 13, 2016

www.servingongroups.org



The Parent Leadership Development Training is funded by The New Jersey Department of Children and Families' (DCF) Division of Family and Community Partnerships (FCP) Race to the Top–Early Learning Challenge Grant (RTT-ELC)

Meet the Presenters



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Serving on Groups That Make Decisions

ALL Webinars are from Noon to 1 pm

July 14 th	Opportunities to Get Involved and Types of Groups
August 11 th	Processes and Tools Groups Use
September 8 th	How to Use Data on a Decision Making Group
September 29 th	Overview of Serving on Groups in Spanish
October 13th	Roles of Families and Skills for Serving on Groups

For more information contact SPAN:

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GUIDEBOOK FOR SERVING ON GROUPS

Guidebook Sections

INTRODUCTION

SECTION 1 OPPORTUNITIES TO GET INVOLVED

SECTION 2 TYPES OF GROUPS

SECTION 3 PROCESSES GROUPS USE

SECTION 4 TOOLS GROUPS USE

SECTION 5 TIPS AND STRATEGIES FOR GROUPS

SECTION 6 UNDERSTANDING DATA AS INFORMATION

SECTION 7 THE ROLE OF FAMILIES ON GROUPS

SECTION 8 SKILLS FOR SERVING ON GROUPS

PURCHASE GUIDEBOOK

English



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The Role of Families on Groups

Where do I start?

What do I need to know about my role?

What do I need to know about the group?

What ways might I represent the perspective of other families?

What ways might I share my family story?



The Group

Learn about:

- Mission, Purpose, & History
- Style of leadership
- Priorities and goals
- Structure
- Decision-making process

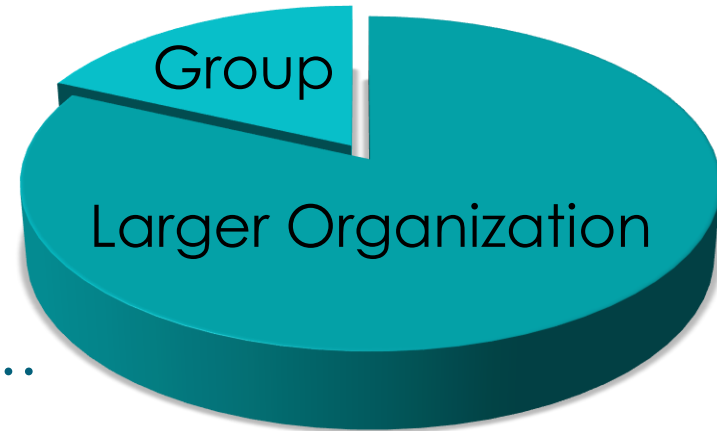


Reminder...

- Review past meeting minutes
- Attend a meeting before joining



The Group



Important to understand....

- How the group's work fits into the work of the larger organization
- The process and timeline for getting things done
- Remember: Be patient and don't give up!

Resource

What Information Do I Need to Know About the Group?

Uses:

- Learning Tool
- Reflection
- Assessment
- Mentorship

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The Role of Families on Groups

What information do I need to know about the group?

My Reason for Joining the Group
The issues I care about: _____
My personal goal for making a difference: _____

Type of Group
Name of group _____ Contact person(s) _____
Phone/email _____ Website _____
Leadership (names/contact info): _____
Group's Purpose _____
Group's Vision _____
Group's Mission _____

Activities of the Group
Group's Function: governing advisory leadership planning evaluation practice group
Group's Authority: budgets services programs personnel policy advisory
 public awareness training and education legislation performance review other
How often does the group meet? _____ Time? _____

Membership and Roles
How are members selected? Volunteer Appointed Elected Mandated
Is there an application or nomination process? _____ Contact _____
Length of service? _____ Are additional committees required? _____
My role description and responsibilities: _____
Is there an orientation for new members? _____ Is there on-going training? _____
Is travel required? _____ Is mileage reimbursed? _____ Is a stipend provided? _____
Is a computer required? _____ Is liability coverage provided? _____

Adapted from:
"Guidelines for Exploring Interagency Opportunities", ACTION Sheet: PHP- c99, PACER Center, 2004 <http://www.pacer.org/Parent/php/PHP-c99.pdf>

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Your Role on the Group

- Connect with past representative
- Ask for a mentor
- Come prepared
- Ask for group's written guidance
- Inquire about attendance support
- Plan introduction carefully



Resource

Sharing Your Family Story

Answer the questions:

- Who are you?
- What brings you to the group?
- What will YOU bring to the group?

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The Role of Families on Groups

Sharing Your Family Story

"Never underestimate the power of your story. A well-told story has the potential to touch hearts and change minds. While impersonally delivered facts can easily be forgotten or dismissed, a story lingers and mingles with the other stories that shape our shared human experience."

This template will help you record and organize important points about your own family story. Start by jotting down experiences you have had. Put them in order and write a brief story. You may wish to use this template below to help organize your thoughts. Putting your thoughts down on paper now will help you prepare for opportunities to share your story in the future.

The whole story...

(You may wish to continue on additional sheets of paper.)

Consider your audience
Now connect your experience to an issue...These points should consider the listener's common experiences, concerns, goals, and position on an issue.

Point 1: _____

Point 2: _____

Point 3: _____

Excerpt from: "From Experience to Influence: The Power of a Parent's Story", ACTION Sheet: PHP-c121, PACER Center, 2006
<http://www.pacer.org/parent/php/php-c121.pdf>

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Best Ways to Represent Others

Welcome Input

- Create a brief survey
- Go where the families are



Be Accessible

- Attend meetings in the community
- Provide contact information
- Seek out and support involvement

Communicate

- Write and post summary reports
- Be the link between families and the group



Family Leadership Checklist Activity



Know what the role is:	Yes	No	Notes
Do I have a clear understanding of the role requirements?			
Are the anticipated outcomes the ones I wish to promote?			
Will I represent a broad group of families or just myself?			
If I represent a larger group, do I understand what is involved in communicating with my group?			
To whom will I be accountable?			
Understand the personal costs:			
How much of my time will this require?			
How are attendance supports for my participation provided, if any? (<u>childcare</u> , travel, etc.)			
Will this work, combined with other things in my life to maintain a healthy work/family life/outside interest balance?			
Do I have a strong person support system on which I can rely?			



Skills for Serving on Groups

What skills will help me...

- prepare for a meeting?
- participate in a meeting?
- follow-up after the meeting?
- deal with conflict?
- facilitate a meeting?



Prepare for a Meeting

Tips:

- Keep a calendar
- Read the agenda & additional items
- Review past meeting minutes
- Organize your thoughts
- Keep learning



Participate in a Meeting

- Attend all meetings
 - *If unable to attend:*
 - *Let leader know ahead of time*
 - *Make sure to get notes or meeting minutes*
- Take and keep notes
- Learn the lingo
- Try new roles
- Be a mentor
- Listen for understanding



Follow-Up after a Meeting

Tips:

- Refer to your notes
- Stay organized
- Use technology
- Review written guidance
- Reflect on what was learned
- Connect with mentor
- Review data
- Keep learning



Dealing with Conflict

Tips:

- Keep an open mind
- Use “I” statements
- Don’t take things personally
- Ask questions
- Stay focused on the topic
- Focus on solutions
- Take a break
- Remember the group’s purpose



Resolving Conflict



Tips:

- Pay attention to interests
- Listen first; talk second
- Good relationships are a priority
- Keep people and problems separate
- Set out the facts
- Explore options together

Facilitate a Meeting

Common strategies for good facilitation:

- Makes everyone feel comfortable, welcomed, and valued
- Encourages participation
- Prevents and manages conflict
- Listens and observes
- Clarifies group discussions
- Supports quality decisions
- Ensures outcome-based meetings
- Recognizes and appreciates contribution

Facilitation Skills and Tips

- What works for you? Please share your ideas in the chat box or raise your hand to have your phone line unmuted.



COMMUNITY TOOL BOX

Developing Facilitation Skills Toolkit

- http://ctb.ku.edu/en/tablecontents/sub_section_main_1154.aspx

Section 2. Developing Facilitation Skills

CHAPTER 16 SECTIONS

Section 1. Conducting Effective Meetings

Section 2. Developing Facilitation Skills

Section 3. Capturing What People Say: Tips for Recording a Meeting

Section 4. Techniques for Leading Group Discussions

Home Main Section

Checklist

PowerPoint

- **WHAT ARE FACILITATION SKILLS?**
- **WHY DO YOU NEED FACILITATION SKILLS?**
- **HOW DO YOU FACILITATE?**
- **HOW DO YOU PLAN A GOOD FACILITATION PROCESS?**
- **FACILITATING A MEETING OR PLANNING SESSION: WHAT'S IT ALL ABOUT?**
- **FACILITATOR SKILLS AND TIPS**



Serving on Groups That Make Decisions

<http://preview.tinyurl.com/parentleadershipwebinars>

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SERVING ON GROUPS

THAT MAKE DECISIONS: A GUIDE FOR FAMILIES
A guidebook for individuals who want to make a difference in their community by serving as a member of a decision-making group. This resource was developed through a collaborative effort between statewide agencies, school representatives and family members.

Resources

- **Serving on Groups That Make Decisions: A Guide for Families** <http://www.servingongroups.org/guidebook>
- **START Project Up Coming Events Page:** Check here for up coming events and links to register for trainings <http://tinyurl.com/start-upcomingevents>
- **CCYC Parent Leadership Development Training:** <http://tinyurl.com/CCYC-Capacity-Building>
- **SPAN:** Statewide Parent Advocacy Network, your 1st Stop for information and resources. For individual assistance, please call 800-654-7726. <http://www.spanadvocacy.org/>



Thank You

Website: <http://www.spanadvocacy.org/content/start-project/>

For more information contact us at:

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