

START Parent Leadership Development Training

Serving on Groups That Make Decisions

Webinar

August 11, 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



Dianne Malley



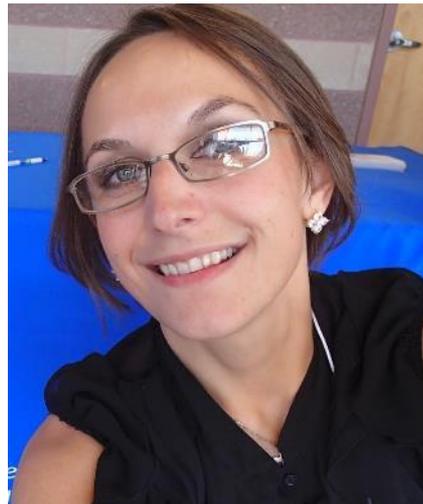
Michele Tyler



Monique Dujue Wilson



Kasey Dudley



Tatsiana DaGrosa



Debbie Esposito

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
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For more information contact SPAN:

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The image shows a collage of three guidebook covers on the left, with titles in Spanish and English. To the right is a large group photo of diverse people of various ages and ethnicities smiling. A 'Pinterest' icon is visible in the top left of the photo area.

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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Español



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Overview of *Serving on Groups*

- Developed due to an identified need
- Collaborative effort by stakeholders
- Audience
 - Family Members
 - Students
 - Educators
 - Groups
 - Community Members
 - Administrators



Objectives



- Learn about the principles that guide group practices and the processes groups use.
- Become familiar with tools groups use.
- Gain strategies to help you confidently and actively participate in a decision-making group.

Who is on the webinar?



Processes Groups Use

Questions

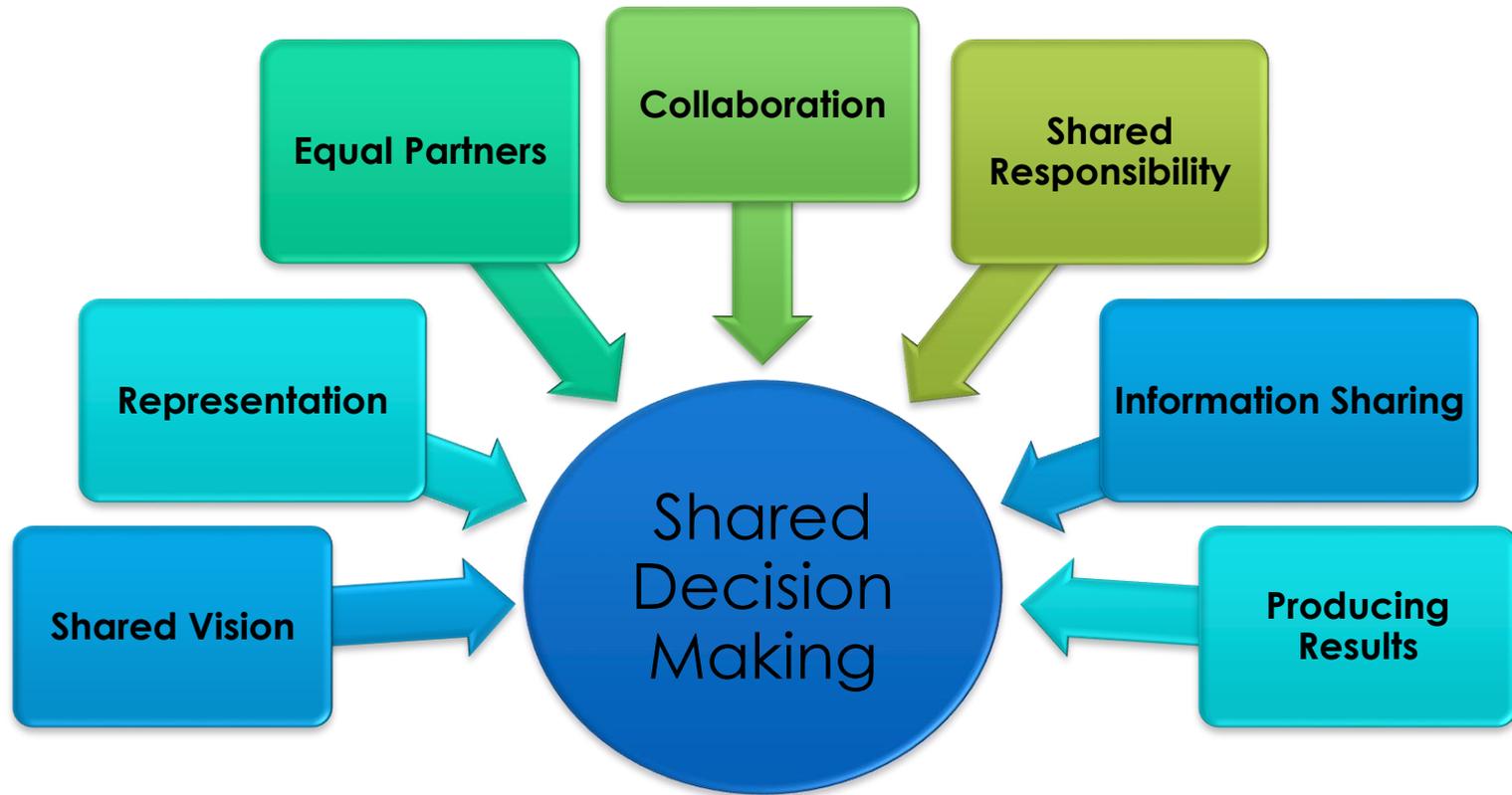
- What are the principles that guide group practices?
- What are important processes groups use?



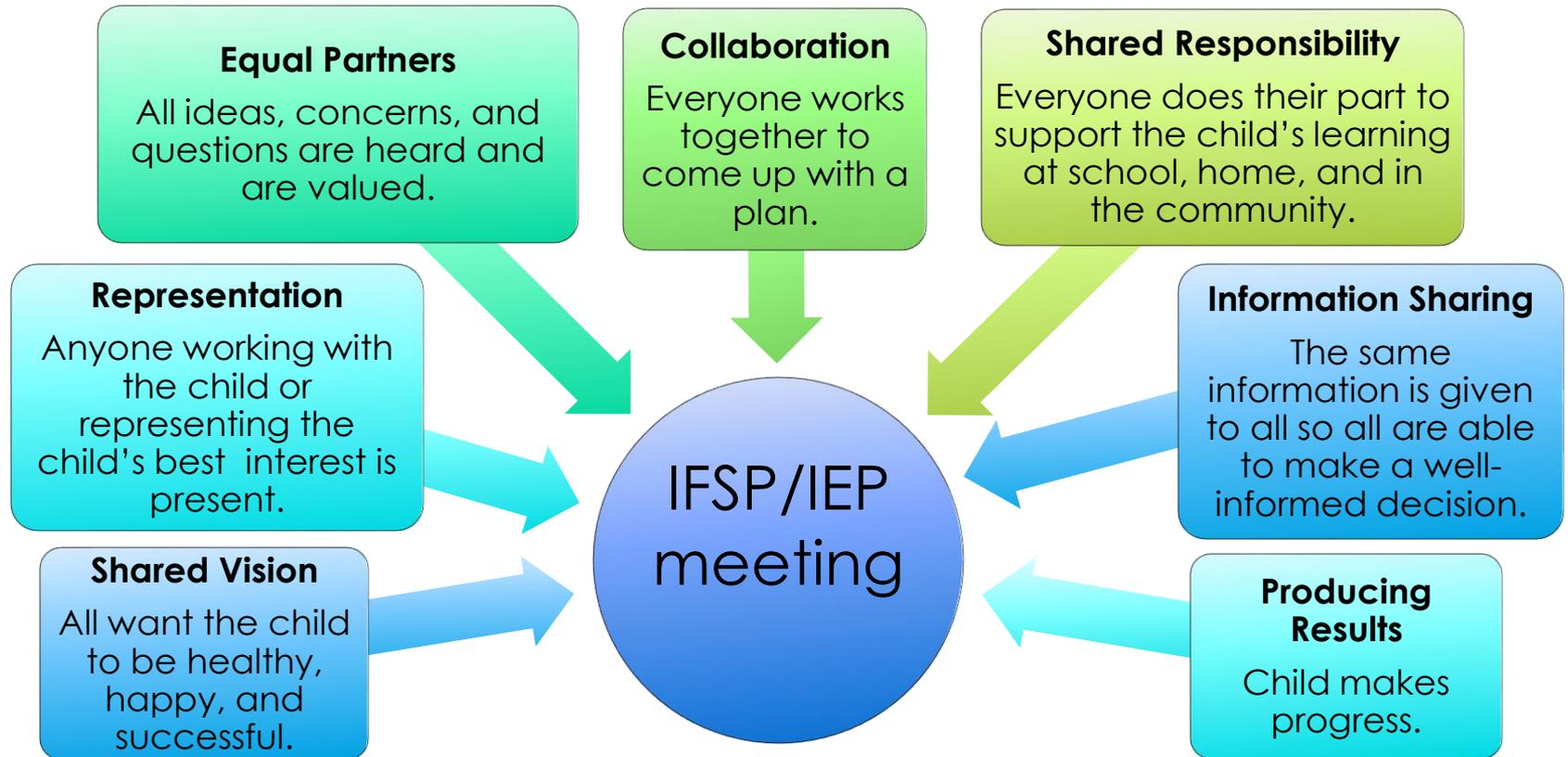
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Guiding Principles of Shared Decision-Making



Guiding Principles Example



Helpful Reminders:

Start with the end in mind

- Focus on Outcomes

Work towards positive results

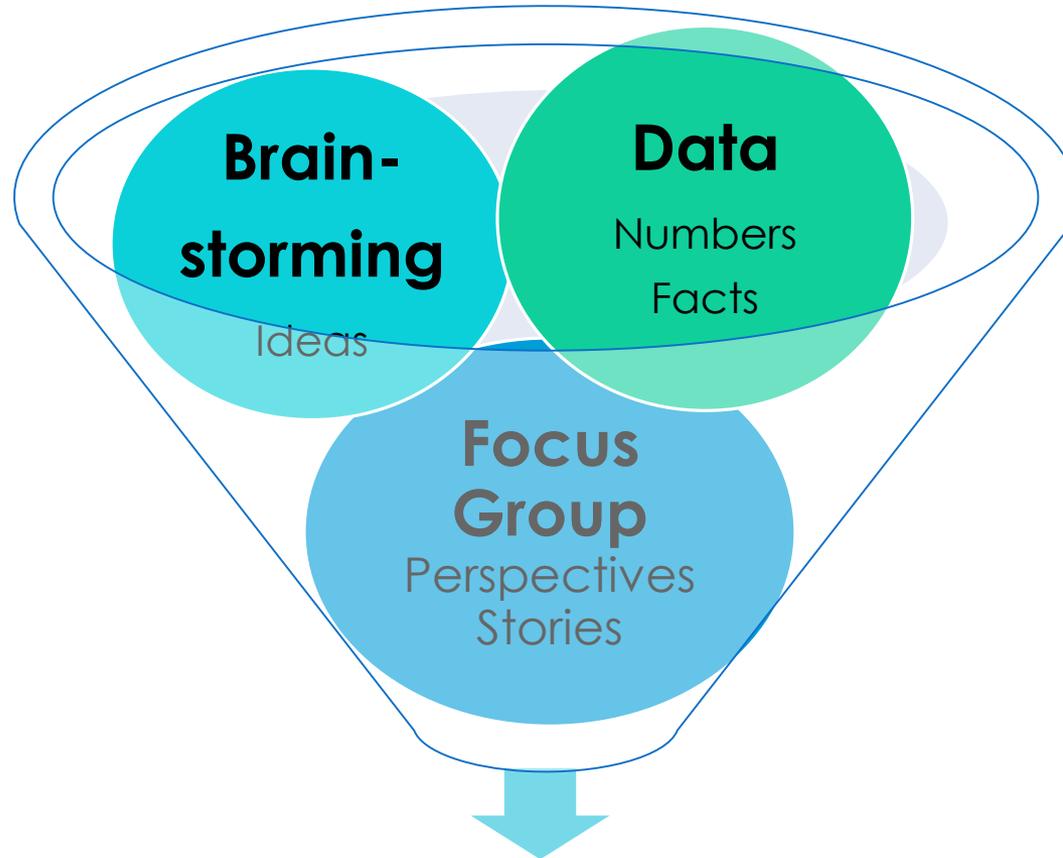
-  = Celebrate and publicize the success
-  = Go back and make adjustments



Processes Groups Use



1. Information Gathering



Prioritize Issues



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2. Goal Setting

What does the group want to see happen?

Helpful Tools to Set Direction

- Vision Statement
- Mission Statement
- S.M.A.R.T. Goals

Specific
Measurable
Attainable
Realistic
Timely



3. Planning

Who will do what, by when and in what order?

Helpful Tools to Reach Goals

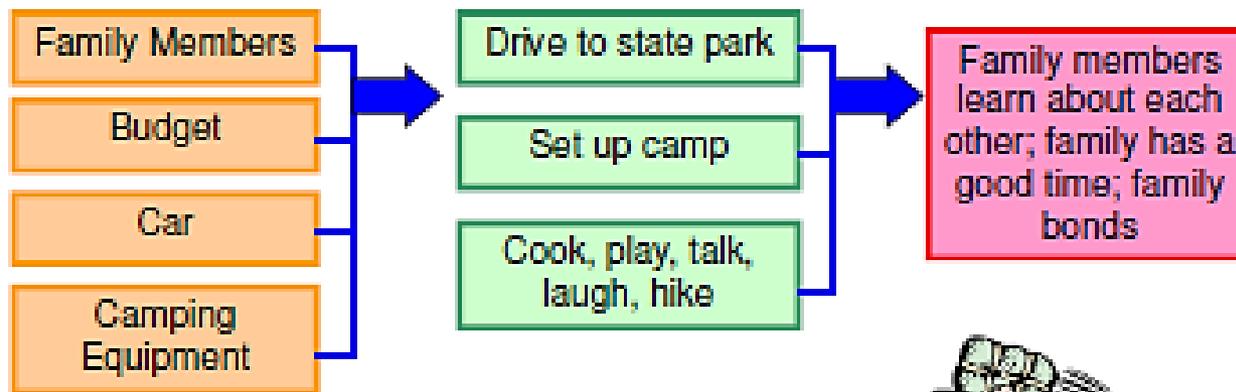
- Action Plan
 - Logic Models
 - Schedules
 - Strategy Charts



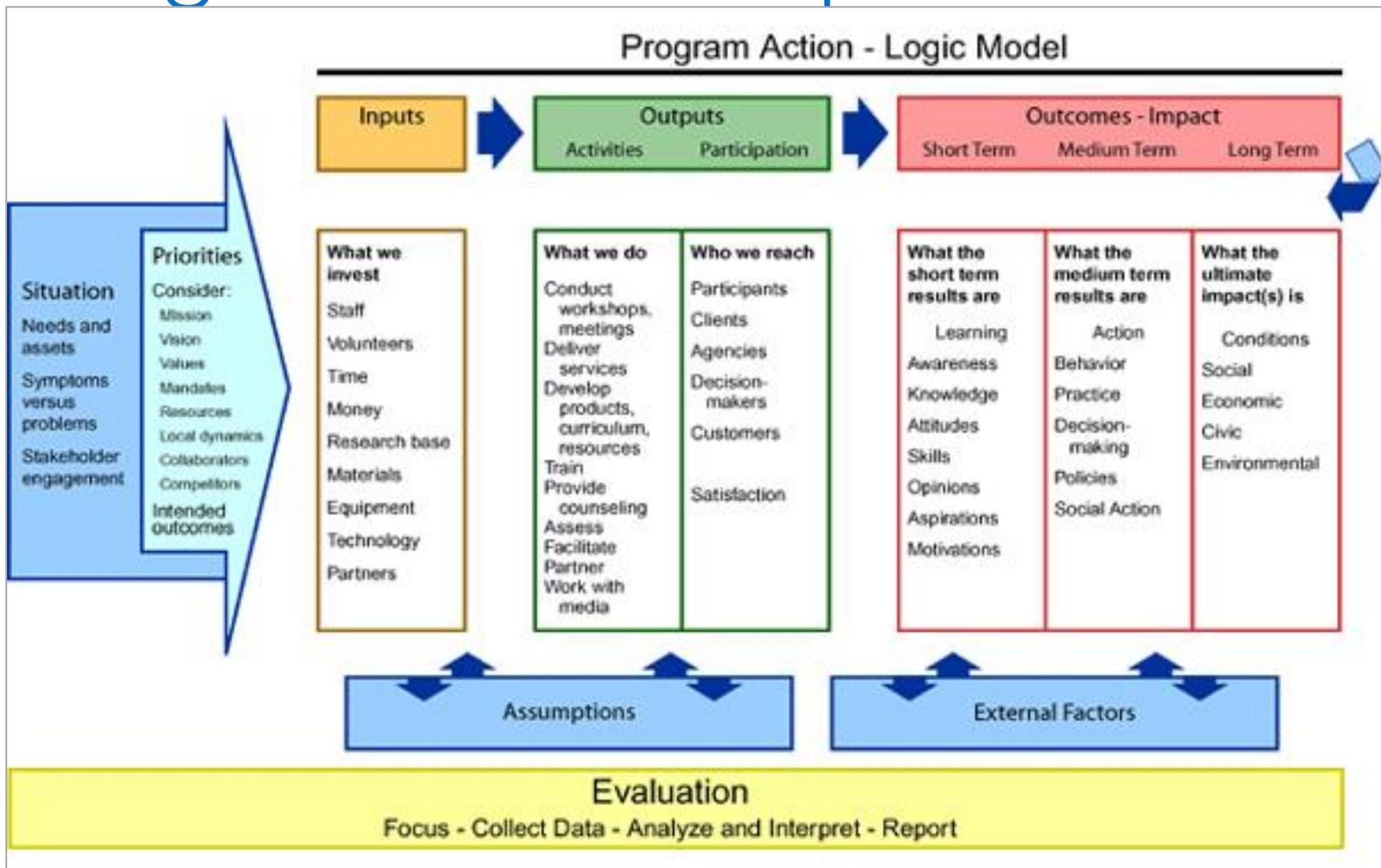
Logic Model Example

Example

Every day logic model – Family Vacation



Logic Model Example



4. Collaboration



Members working together toward a common goal.

Helpful Tools:

- Agreed Upon Expectations
- On-going Communication and Networking
- Neutral Facilitator
- Meaningful Activities
- Focused Training and Technical Assistance



4. Collaboration

If you want to go fast,
go alone;
if you want to go far,
go together.

–African Proverb

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Type in the Chat Box

Question: What is an experience you've had that illustrates the message in this proverb?



4. Collaboration



- More Involvement
- Better Relationships
- Greater Commitment
- Better Communication



5. Evaluation

- New information is compared to previously collected information
- Helpful Types of Evaluation



6. Process for Reaching Agreement

Voting

- Robert's Rules of Order
 - A structured process
 - Making and Passing Motions



Consensus

- Discussion continues until all mutually agree
- Every member shares
- Key is compromise



Tips to Help YOU Personally be Effective

- Organize your information
- Keep in mind the group's goals
- List priorities
- Keep track of where others stand on decisions
- Ask the leader to explain member roles
- Take notes
- Write down the results of your activities



Questions

[Enter a question for staff]

Send



Tools Groups Use



What are helpful tools groups use?

- Meeting Facilitator/Leader
- Ground Rules
- Agenda
- Meeting Minutes
- Written Guidance
- Open & Closed Sessions



Meeting Facilitator/Leader

- Keeps discussions on track and on time
- Makes sure everyone is able to share



Ground Rules

- Creates an atmosphere where thoughts and perspectives can be openly shared



Agenda

A roadmap for the meeting

- Only include items to be discussed at the meeting
- Created by leader or executive committee

The Opening

- Welcome and introduce participants
- Set the tone and pace
- Review and approve agenda
- Review minutes from previous meeting



Discussions & Decisions

- Keep the group on task
- Assess the group's interest level
- Discuss old & new business
- Make decisions
- Provide feedback
- Enforce ground rules



The Conclusion

- Identify next steps & future agenda items
- Announcements
- Evaluate the meeting



Meeting Minutes

- Summary of the meeting
- Records decisions and actions
- Typed and distributed
- Previous meeting minutes may be approved at the next meeting
- Reminder: Still take your own notes!



Meeting Time Management



If meetings continue to run over time, you may ask the group:

- Is the agenda too full?
- Do ground rules need to be established?
- Does there need to be a 'time keeper'?
- Does more time need to be scheduled for meetings?



Written Guidance

Helps individuals interact with the group

- May include:
 - Bylaws
 - Policies
 - Procedures & Protocols
 - Compacts



Open vs. Closed



Open Meetings

- Open to ANYONE
- Public is invited to LISTEN to group's discussion
- Public may share their views on the topics
 - Refer to written guidance regarding public participation

Closed Sessions

- Used when not appropriate for non-members
- Topics that should be in closed sessions:
 - Personnel Issues
 - Confidential Information



Common Reasons for Unproductive Meetings



- Participants aren't prepared
- No agenda in advance
- Group doesn't follow agenda
- Not everyone considers themselves "participants"
- Data is lacking or decisions made not based on data
- No action items are highlighted
- No timelines or deadlines
- No follow-ups



Type in the chat box
strategies you personally
have used to make your
meetings more productive.



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Questions

[Enter a question for staff]

Send



Section 3 Resources

The Official Robert's Rules of Order website

<http://www.robertsrules.com/>

Understanding Group Processes

http://leadership.uoregon.edu/resources/exercises_tips/skills/understanding_group_process

Creating Agreement: Educators and Parents Working Together (WI DPI)

<http://dpi.state.wi.us/sped/agreement.html>

Logic Models

<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>

Vision Statements

<http://mystrategicplan.com/resources/topic/vision-statements//>

Mission Statements

<http://www.missionstatements.com/>



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Section 4 Resources

Taking Good Meeting Notes

<http://www.effectivemeetings.com/meetingbasics/minutes.asp>

Mind Tools On-line training articles on problem solving, decision making, and practical creativity

http://www.mindtools.com/pages/article/newTMC_00.htm

Wisconsin's Open Meeting Laws

<http://www.doj.state.wi.us/sites/default/files/dls/open-meetings-law-compliance-guide-2010.pdf>

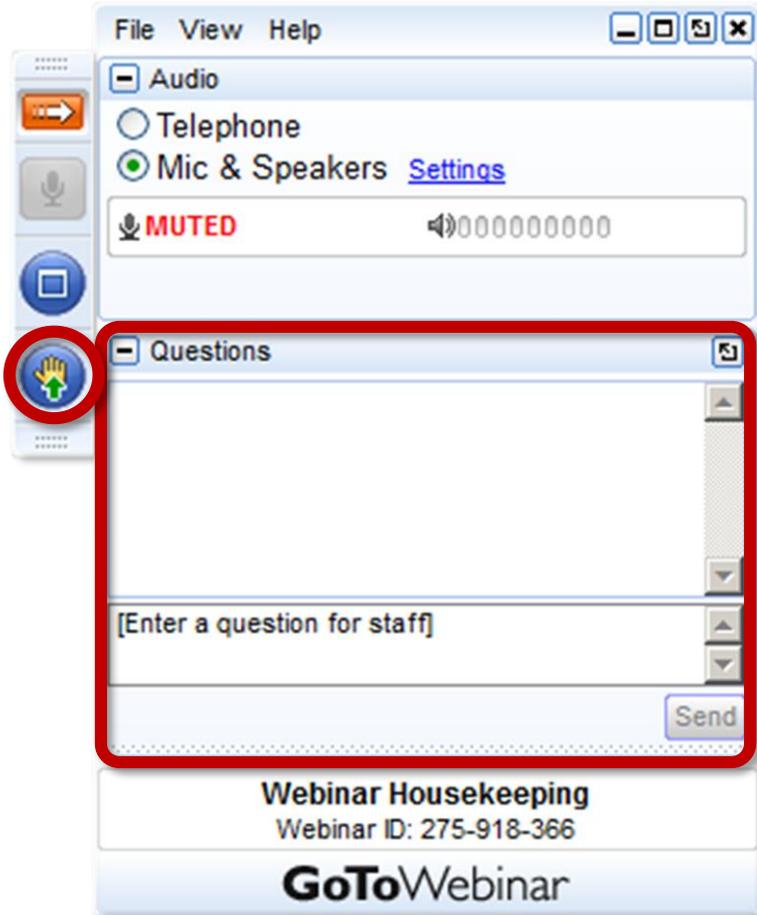
Policies and Procedures

<http://www.mycommittee.com/BestPractice/Committees/Policiesandprocedures/tabid/248/Default.aspx>



Time for questions

[Use hands for unmuting!]



Your Participation

- Please continue to submit your text questions and comments using the Questions panel.
- Please raise your hand to be unmuted for verbal questions.

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/>



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Thank You

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