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

Brenda Figueroa
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Serving on Groups That Make Decisions

ALL Webinars are from Noon to 1 pm

July 14th  
Opportunities to Get Involved and Types of Groups

August 11th  
Processes and Tools Groups Use

September 8th  
How to Use Data on a Decision Making Group

September 29th  
Overview of Serving on Groups in Spanish

October 13th  
Roles of Families and Skills for Serving on Groups

For more information contact SPAN:
973-642-8100 ext. 123 or start@spannj.org
www.servingongroups.org
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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<table>
<thead>
<tr>
<th>The Role of Families on Groups</th>
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<tbody>
<tr>
<td><strong>What information do I need to know about the group?</strong></td>
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<table>
<thead>
<tr>
<th><strong>My Reason for Joining the Group</strong></th>
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<tbody>
<tr>
<td>The issues I care about:</td>
</tr>
<tr>
<td>My personal goal for making a difference:</td>
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<table>
<thead>
<tr>
<th><strong>Type of Group</strong></th>
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<tbody>
<tr>
<td>Name of group:</td>
</tr>
<tr>
<td>Contact person(s):</td>
</tr>
<tr>
<td>Phone/email:</td>
</tr>
<tr>
<td>Website:</td>
</tr>
<tr>
<td>Leadership (names/contact info):</td>
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<table>
<thead>
<tr>
<th><strong>Group's Purpose</strong></th>
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<tbody>
<tr>
<td>Group's Vision</td>
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<tr>
<td>Group's Mission</td>
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<table>
<thead>
<tr>
<th><strong>Activities of the Group</strong></th>
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<tbody>
<tr>
<td>Group's Function:</td>
</tr>
<tr>
<td>governing __ advisory __ leadership __ planning __ evaluation __ practice group</td>
</tr>
<tr>
<td>Group's Authority:</td>
</tr>
<tr>
<td>budget __ services __ programs __ personnel __ policy __ advisory</td>
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<tr>
<td>__public awareness __ training and education __ legislation __ performance review __ other</td>
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<tr>
<td>How often does the group meet? ______ Time: ____________</td>
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<thead>
<tr>
<th><strong>Membership and Roles</strong></th>
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<tbody>
<tr>
<td>How are members selected? Volunteered __ Appointed __ Elected __ Mandated</td>
</tr>
<tr>
<td>Is there an application or nomination process? Contact:</td>
</tr>
<tr>
<td>Length of service: __ Are additional committees required?</td>
</tr>
<tr>
<td>My role description and responsibilities:</td>
</tr>
<tr>
<td>Is there an orientation for new members? Is there on-going training?</td>
</tr>
<tr>
<td>Is travel required? Is mileage reimbursed? Is a stipend provided?</td>
</tr>
<tr>
<td>Is a computer required? Is liability coverage provided?</td>
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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?
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

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

Developing Facilitation Skills Toolkit


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

- 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/parentleadershipwebinarseries

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Resources


- **START Project Up Coming Events Page:** Check here for up coming events and links to register for trainings [http://tinyurl.com/start-upcomingevents](http://tinyurl.com/start-upcomingevents)

- **CCYC Parent Leadership Development Training:** [http://tinyurl.com/CCYC-Capacity-Building](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/](http://www.spanadvocacy.org/)
Thank You

Website: [http://www.spanadvocacy.org/content/start-project/](http://www.spanadvocacy.org/content/start-project/)

For more information contact us at:

Dianne Malley, START **Project Director**

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