

The Role of Families on Groups

What information do I need to know about the group?

My Reason for Joining the Group

Keeping in mind 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? ☐

Adopted from:

'Guidelines for Exploring Interagency Opportunities', ACTION Sheet: PHP- c99, PACER Center, 2004.

<http://www.pacer.org/Parent/php/PHP-c99.pdf>