



Parents as Teachers®

building a strong affiliate advisory committee



ADVOCACY TOOLKIT

A strong and effective advisory committee is not just another requirement that must be met to be an Affiliate, but it is a fundamental part of what makes a Parents as Teachers Affiliate successful. Holding regular meetings with an advisory committee can strengthen program operations, sustainability, and help Parents as Teachers Affiliates provide the highest quality services to families.

Use this toolkit to:

- > Learn the benefits of a well-functioning Affiliate Advisory Committee
- > Understand the role of an Affiliate Advisory Committee: function and form
- > Review the Essential Requirements and Quality Standards for an Affiliate Advisory Committee
- > Understand the role of organizational leadership in establishing the committee
- > Identify the steps for getting a committee off the ground
- > Know the three areas of advisory focus: quality, operations, and program advancement
- > Find ideas for enhancing the committee's advisory roles
- > Access links to additional resources and sample documents to support a committee

The benefits of having a strong Affiliate Advisory Committee are:

- > Critical consultation and feedback from experts and community leaders
- > Linkages to potential community partners and resources (both for the Affiliate and for families you serve)
- > Academic, or research and evaluation partnerships
- > Building awareness and support in the community – committee members are your ambassadors
- > Connecting and communicating with decision-makers and those who can serve as spokespersons
- > Helping identify and acquire funding to support long-term sustainability
- > Credibility; making it easier to build partnerships and obtain sponsorships



Click here to [watch](#) Karen Berding of the Moberly, Missouri Parents as Teachers Affiliate discuss her successful Affiliate Advisory Committee.



*Important note about using this toolkit: Parents as Teachers Affiliates determine how to best design their Affiliate Advisory Committee. Except for the Essential Requirements and Quality Standards, everything presented in this toolkit is optional. Log in to the Parents as Teachers Portal to see what the Parents as Teachers Model Implementation Guide says about Affiliate Advisory Committees.

Function

A Parents as Teachers Affiliate Advisory Committee has several key functions, most notably to advise on operations and quality, and to advance the program in the community. Members are volunteers who share an expert knowledge in certain areas or have a vested interest in a strong community.

An Affiliate Advisory Committee is different from an implementing organization's governing board or board of trustees. A board is a governing body and is responsible for vision, mission, strategic planning and fiscal oversight. An advisory committee provides support and guidance about your programs, but does not have governing responsibilities. Advisory committees also work cooperatively with Affiliate supervisors in planning and carrying out work related to building awareness in the community.

It is recommended that an advisory committee offer advice and counsel related to at least the following three areas:

- > Operations
- > Program quality
- > Advancing the goals of your Affiliate in the community

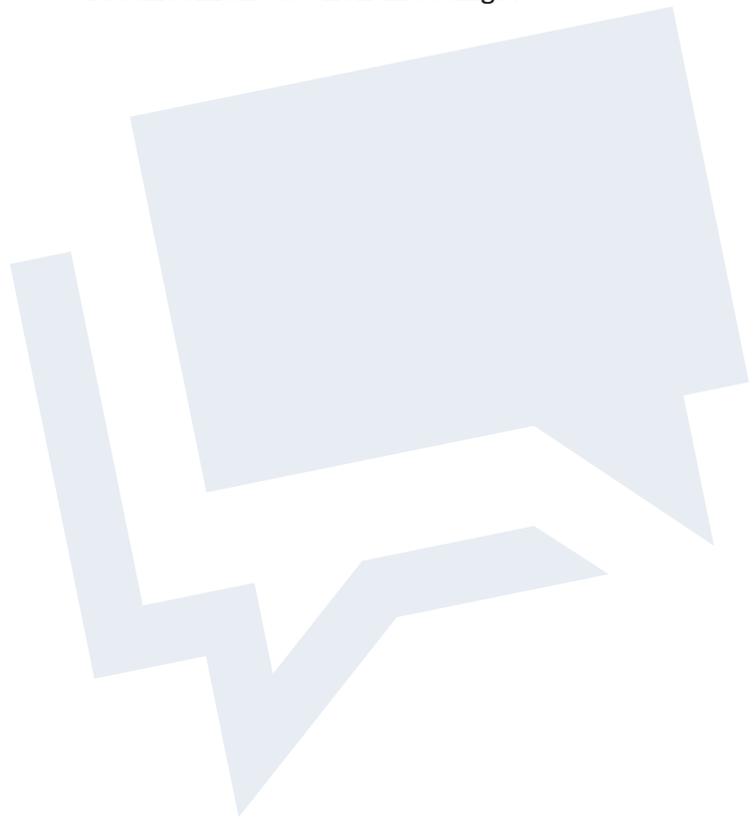
Form

There are two main forms an Affiliate Advisory Committee can take, but the functions are the same:

A committee may meet with the sole purpose of discussing the Affiliate's quality, operations, and program advancement.

OR

An existing coalition or committee that has a broader purpose but includes a focus on the Affiliate's quality, operations, and program advancement at their meetings.



Essential Requirements and Quality Standards for the Affiliate Advisory Committee

A functioning advisory committee is an Essential Requirement of the Parents as Teachers evidence-based home visiting model. There are also two Quality Standards related to an advisory committee. While the minimum criterion is to meet the Essential Requirement, meeting the additional Quality Standards adds best practice and elevates the quality and usefulness of your Affiliate Advisory Committee. The Essential Requirements and Quality Standards related to an advisory committee are:

Essential Requirement #3

The Affiliate has an advisory committee that meets at least once every six months (can be part of a larger committee, community network or coalition as long as the group includes a regular focus on the Parents as Teachers Affiliate.)

Quality Standard: Infrastructure and leadership #13

The advisory committee includes involvement of program personnel, community service providers, families who have received or are receiving Parents as Teachers services, and community leaders.

Quality Standard: Evaluation & continuous quality improvement #6

Data on program services are shared with the advisory committee and other stakeholders at least annually.

Four steps for launching your Affiliate Advisory Committee – or strengthening your existing committee

Step 1: Engage organizational leadership (new and existing Affiliates)

Affiliate Advisory Committees are established by the Affiliate supervisor with guidance from organizational leadership and with assistance provided by organizational staff. Whether you are a new Affiliate or an existing Affiliate looking to strengthen your advisory committee, the first step is to meet with your organizational leadership to gain buy-in and commitment. The purpose of this step is to clearly link the organization's goals to the work of the advisory committee and to obtain a commitment that the work of the committee will remain an organizational priority in the long term.

Step 2: Review and refine your Affiliate Plan

Once you have effectively secured commitment from your organizational leadership, the second step is to take a closer look at your Affiliate Plan and implementation timeline. This exercise will help you expand upon and refine what was outlined in your Affiliate Plan so that you have clear steps to take in setting up your Affiliate Advisory Committee.

Step 3: Appoint/recruit initial committee members

Once you have solid support and a general plan outlined, consult with organizational leadership again to draft a prospective member recruiting list. The list should comprise members who can contribute to the committee's three areas of focus. Learn more about the three areas of focus on pages 6-8. Remember, the first time you select members you will determine who serves on the committee. During the first "term" of official service, the committee should write bylaws and determine a more formal member selection process. More about terms of services can be found on page 6.





Prospective Advisory Committee Member Search

A well-functioning committee is comprised of a diverse set of key members. Advisory committee membership should be representative of the program's service area and provide expertise in all three areas of advisory focus: quality, operations, and advancement. Consider the following criteria as you recruit new members:

Refer to Appendix A for a Prospective Advisory Committee Member Search Chart.

Community representation: Who has an ability to represent the perspective of the local community?

- > Who can offer a family point of view?
- > Who is an unlikely participant/advocate/leader? Think outside the box. For example, try connecting with leaders in law enforcement, business, policy, military, and faith communities to help you strengthen your community representation.

Cultural insights: Who has knowledge about cultural norms and key issues within the community?

- > Which community members or leaders can inform service delivery from a cultural perspective and provide insight into the underlying dynamics of certain disparities or inequalities?
- > How can you include a cross section of race ethnicity, age, gender, and socioeconomic background?

Expertise: Who can offer professional skills or experience in areas relevant to running an evidence-based community program?

- > Who has evaluation and research experience?
- > Who has grant writing experience or relationships with local foundations?
- > Who can help build your resource and referral network?

Leadership: Who has established a position of influence and credibility in your community?

- > Who will be your political and legislative advocacy ambassador?
- > Who do decision-makers respect?
- > Who has connections to the media?

Members could include the following:

- > Former program participant
- > Funder
- > Local journalist
- > Law enforcement official
- > Policy expert (advocacy leader)
- > Members of the state home visiting coalition
- > Chamber of Commerce member
- > Elected official (county, city, or state)
- > Health Department administrator
- > Maternal child health provider
- > Tribal leader
- > Faith leader
- > Hospital administrator
- > Local business leader/owner
- > Bank president
- > Early childhood program service provider
- > School board member
- > University researcher

Recruiting members

Recruiting members can occur in several ways. Personal phone calls and meetings work the best. When inviting members, whether informally or formally, it is generally recommended that you:

- > Identify yourself and your role in the program.
- > Let the potential member know how you received his or her contact information.
- > Let the person know what makes your program unique or valuable in the community.
- > Identify what the potential member can bring to the advisory committee (area of expertise) and how they can help the program.



- > Give the general time commitment for committee participation (indicate meeting times per year).
- > Provide your contact information or set up a time to discuss further questions.

If you mail or email formal information, include a program brochure highlighting your Affiliate's value in the community. A formal letter requesting committee membership should only be sent after an informational face-to-face or phone conversation discussing the potential member's contribution and role on the advisory committee.

See the Appendix B for a sample committee invitation letter

Recruitment of advisory committee members in rural areas

Programs located in rural areas often deal with challenges when setting up an advisory committee. Most notable are the disparity in resources found in rural communities and the distance between resources. Rural areas often lack large organizations and companies. Here are some things to consider as you approach forming your committee:

- > Business leaders may be willing to serve on your committee or make a donation in exchange for recognition.
- > Small businesses and organizations can offer more personalized attention and often have very close relationships with organizations.
- > Your program may find it advantageous and cost effective to cooperate with an existing advisory committee. By pooling resources, or having an advisory committee operate as a part of another committee, the shared committee could offer expertise to many programs at once.
If you take this route, make sure your Affiliate is on the agenda at every meeting, and at minimum has a chance to report and discuss each area of advisory focus.
- > If your Affiliate is located in a community with multiple home visiting models, consider blending the committees into a single group.

Multi-model sites

If your organization operates more than one home visiting program, it is possible to have one advisory committee for both. In this case, each model should receive focus during meetings. Organizations across the country use this strategy.

Step 4: Set the first few meetings

Location and time

When considering a location and meeting time for the first committee meeting, poll your members to find the most convenient time and place. Consider meeting at a member's office, virtually, or via teleconference. Some committees meet over breakfast or at the end of the workday.

Please see the Additional Committee Resources and Links section below for a list of free virtual meeting resources.

Agenda

The advisory committee's success will depend to a large extent on how well members understand their roles at the first meetings they attend. As you plan the first few meetings, design the agenda to specifically provide orientation to your Parents as Teachers Affiliate. Educate members about the model and its impacts. The first few meetings should also include time for the new members to begin drafting structural and operating procedures. Each committee is unique, so the organizational structure and operating procedures should be developed by the committee members. Structure and procedures are generally outlined in a committee's bylaws or operating procedures.

See Appendices C and D for a sample meeting agenda and meeting minutes template.

New and continuing advisory committee members should be regularly provided with information relative to the committee's purpose, function, structure, and goals as expressed in the committee's bylaws. This process will support committee continuity.

Please see the Additional Resources and Links section to view an article about committee procedure entitled, "Robert's Rules: What You Should Know."



Writing bylaws

Effective advisory committees are guided by policies and rules that describe the purpose, of the committee, its scope of responsibilities, and limitations and what is expected of the committee members. These policies are written documents and are generally organized as bylaws. Bylaws should be tailored to the needs and requirements of your Affiliate in the context of the organization in which your Affiliate is housed. Whether you decide to write bylaws or a more general set of policies and rules, they should be reviewed and discussed as part of the committee operations at the beginning of each program year.

Please see the link in the Additional Resources and Links section for a helpful article on writing bylaws.

Bylaws usually include the following topics:

- > purpose of the committee
- > membership
 - description of required members
 - description of the process for selecting new members and terms of service
 - description of officers and roles
 - example:
 - Chair: manages meetings, involves members in ongoing activities, delegates responsibilities
 - Vice Chair: identical responsibilities as Chair, takes charge when Chair is absent
 - Secretary: composes meeting minutes, distributes meeting agenda and information
- > meetings (frequency, operation, rules)
- > subcommittees (describes work specific to a committee)
 - example committee focus:
 - quality
 - operations
 - advancement
- > role of the Affiliate supervisor in committee work

- > procedural rules
 - amendment of bylaws
 - recording and distribution of minutes
 - making recommendations
 - committee evaluation

Additionally, as rules and procedures are developed, the Affiliate supervisor should ask the appointed committee members to consider the following items:

Size of the Committee

Effective advisory committees are large enough to reflect the diversity of the community, yet small enough to manage it effectively. It is recommended that a committee should have a minimum of three members who meet the following criteria:

- > they each have expertise in one of the areas of advisory focus, and
- > at least one member is staff, a community service provider, or a family representative (someone who has received or is receiving Parents as Teachers services).

Terms of service

It is recommended that a rotational, three-year term of service be put in place to allow for both continuity and change. One-third of the total membership will rotate out each year. To establish this rotation with a new committee, the members draw for one-year, two-year, or three-year terms, with one-third of the committee in each category. New members are appointed as terms expire.

Committees should determine terms of service that work best for their specific needs, but it is recommended that members not be appointed to successive terms and that at least a one-year absence be considered before reappointment.



Number of meetings each year

The advisory committee's annual goals and program of work will help determine how frequently the committee should meet. There should be enough meetings to move beyond the "information" stage and into an "action" stage. The committee should have time to address specific issues of program improvement. Revisit the Essential Requirements on page 3.

Subcommittees (How the work gets done)

Strong advisory subcommittees provide guidance in these three main areas: 1.) quality 2.) operations, and 3.) advancement.

1. Quality Subcommittee

- > Promotes a culture of continuous improvement and a focus on outcomes.
- > Reviews program data related to meeting objectives and goals.
- > Reviews short-term and long-term program goals and objectives so they might provide insight into strategies that can help meet those goals and objectives.

Suggested activities for the Quality Subcommittee

1. Inform the development and implementation of the Affiliate's Continuous Quality Improvement (CQI) plan, and provide guidance on how to use data to communicate program outcomes with external audiences (funders, policy makers, and other stakeholders).

Review the Additional Resources and Links section for a link to continuous quality improvement resources, including the Parents as Teachers "Research and Quality Improvement Technical Assistance Brief #4: Developing a Continuous Quality Improvement Plan."

2. Assist the program supervisor in identifying and building partnerships with a strong evaluator or research organization to review and measure program outcomes. Partnering with a department or professor at a university with similar research objectives can potentially help a program receive assistance with evaluation. Universities usually have expectations that their teaching faculty dedicate a portion of time towards research and service.

Review the Additional Resources and Links section for a link to, "The Program Manager's Guide to Evaluation," a toolkit produced by the U.S. Department of Health & Human Services, Office of Planning, Research and Evaluation.

3. Disseminate and share program outcomes and lessons learned – not only with staff working on the Parents as Teachers program, but also with key stakeholders in the field such as potential funders, boards, and researchers.
4. Review summary results of parent satisfaction surveys to guide program practice in conjunction with the Affiliate's continuous quality improvement process. Pay particular attention to areas of service delivery that may need improvement based on parents' responses. For example: How successful were the Affiliate's group connections? What recommendations can be made for improvement?
5. Review Affiliate Performance Report (APR) and Performance Measures Report (PMR) data annually to better understand and provide input into the program's performance and model fidelity.

Affiliate supervisors can access the APR and PMR in the Parents as Teachers portal under the "Quality" tab.



2. Operations Subcommittee

- > Assess specific areas of the Affiliate administration and program activities, and makes suggestions and recommendations for improvement in areas such as budget, materials, and equipment.
- > Identifies ways to improve coordination and referrals for other community resources and supports that are needed either by the program or its participants.

Suggested activities for the Operations Subcommittee

1. Provide expert consultation to the Affiliate program supervisor pertaining to specific activities such as developing program protocols required by the model (child abuse and neglect, domestic violence, parental mental health, and substance abuse).

Please view the Additional Resources and Links section to view a link to the Parents as Teachers "Research and Quality Improvement Technical Assistance Brief #9 on Protocols."

2. Recommend guidelines for developing formal partnerships and strengthening the Affiliate's existing Resource Directory, and advises program supervisor on developing program polices for referrals and resource connections.
3. Help to identify additional high-quality partners. Establishes a timeline to review and evaluate the effectiveness of collaborative partnerships.

3. Advancement Subcommittee

- > Help cultivate political support and sustainable funding sources.
- > Serve as an external ambassador in the community and with influencers.
- > Regularly discusses the implications of public policies and public funding related to the mission of the Affiliate.
- > Identify gaps in advocacy network and makes recommendations to close the gap. (This may be a recommendation to organizational leadership).
- > Participate in specific advocacy activities to further the mission of the Affiliate.

Suggested activities for the Operations Subcommittee

1. Respond to calls to action; for example, calling elected officials about specific legislation or sharing alerts with their contacts.
2. Help identify foundation and individual donors or offers assistance in reviewing and editing grant application.
3. Author letters to the editor.
4. Share with the community the mission of the organization and connect with others who work on similar or complimentary issues to help advance the Affiliate's mission.
5. Assist in the planning of an annual Roll and Read or other community visibility event.





6. Recommend policy positions they believe the organizational governing board or other groups should consider. For example, an advisory committee for an Affiliate in a school district could work closely with the school Superintendent on issues of common interest to ensure that the district speaks with a unified voice. Or, an advisory committee for a Parents as Teachers Affiliate at a local nonprofit health organization could work with organizational leadership to issue an annual policy priority/agenda and communicate it to the state's home visiting coalition on agency letterhead.
7. Collaborate with other Affiliates in the state to plan an Advocacy Day at the state capitol.

Please see the Additional Resources and Links section for links to various Parents as Teachers advocacy toolkits, the Roll and Read Toolkit, a sample letter to the editor, and the Parents as Teachers funding guide.

Role of the Affiliate supervisor as facilitator and supportee

The Affiliate supervisor has a unique role in the establishment and function of the committee. Once a committee is up and running, it is important that the supervisor not take the place or fulfill the duties of the Chair (run the meetings) or the Secretary (take notes or plan meetings). Those are duties best delivered by an engaged committee. The more responsibility your committee members are asked to take on, the more they will oversee work projects themselves and have ownership over coordinating meetings and managing their work.

Additionally, the level of staff support that your committee requires will vary based on the size and activity of a committee. If a committee plans to meet more than the minimum requirement of twice a year (which is likely), then the supervisor will need to plan in advance for help facilitating meetings and working with the committee.

An Affiliate supervisor's role is similar to an ex-officio member; to provide guidance and support and to serve as a facilitator.

It is recommended that the Affiliate supervisor:

- > **Serves as primary contact:** Functions as the designated person to oversee the initial formation of the committee and acts as the primary point person for its participants.
- > **Provides information:** Regularly provides accurate and concise information so committee members can make informed suggestions and decisions.
- > **Provides guidance and support:** The committee's success depends on how well the members understand their role. New members should be informed of their responsibilities and tasks. It is recommended that the Affiliate supervisor meet with new members and answer questions that they may have before the first meeting.
- > **Facilitates give-and-take.** The Affiliate supervisor provides an opportunity for committee members to discuss the needs of their own organization or business, and explores collaboration or partnership towards goals that benefit both entities when possible.
- > **Expects results:** Supervisors should ensure that meetings are well organized and solicit input of all members with the expectation of Affiliate improvement. This will demonstrate that the member's time is valued.

Please view the Additional Resources and Links section to view a link to a committee evaluation tool.

- > **Recognizes outstanding members:** Affiliate Advisory Committee members should be made to feel as if they are a valuable and integral part of the Affiliate. The best types of rewards or recognition are those that can stimulate productivity, improve committee interaction, and increase member satisfaction.



> The following are some suggested ways to recognize your committee members:

- Write a news release announcing new members.
- Invite members to speak at Affiliate events and recognize them in your introductory remarks. (Roll and Read, fundraisers etc.)
- Send each member a letter of thanks and appreciation, signed by appropriate organizational leaders, at the end of every year.

Please view the Additional Resources and Links section to view a link to a "Tip Sheet for Motivating Your Members."

Refer to the Appendix E F for a sample thank you letter and news release.

- Ask the executive director of your organization to honor or recognize committee members at an organizational event or in the organization's annual report.



Appendix A

Prospective Advisory Committee Member Search Chart



Use the chart below to brainstorm ideas about people you might invite to join your advisory committee. Remember, the objective is to find community members who can fill an advisory role in one of the three areas of advisory focus.

Prospective Advisory Committee Member	Names of prospective new members or new contacts who can help you recruit new members:	Who is the best person to make the contact?	Recruitment strategy for prospective members: <input type="checkbox"/> Personal meeting <input type="checkbox"/> Contact through organizational leadership <input type="checkbox"/> Community meeting <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Other	What are the skills or advisory focus expertise that this potential committee member would bring to the committee? Quality <input type="checkbox"/> Research <input type="checkbox"/> Technology <input type="checkbox"/> Evaluation/Research Operations <input type="checkbox"/> Health Care <input type="checkbox"/> Infant mental health <input type="checkbox"/> Early Childhood- Education <input type="checkbox"/> Business <input type="checkbox"/> Financial <input type="checkbox"/> Legal Advancement <input type="checkbox"/> Advocacy/Policy <input type="checkbox"/> Marketing, Media <input type="checkbox"/> Government <input type="checkbox"/> Diversity <input type="checkbox"/> Funding: Private/Public Other
Personal networks (friends, family, civic organizations, community contacts)				
Volunteers in your organization (guest speakers, mentors)				
Parent educators you could ask to generate contacts from their networks				
Former program participant members				
Local college/university contacts				
Contacts you need an introduction to:				



Appendix B

SAMPLE

[Implementing Organization Logo Here]



Parents as Teachers®
Affiliate

Date

Name of Prospective Member

Title

Company

Street Address

City, State Zip Code

Dear Name of Potential Member:

In month, this year our organization will be appointing the first members/several new members/ to our Parents as Teachers Affiliate Advisory Committee.

We are looking for committee members that believe in our mission and are willing to be active in an advisory role. You have been recommended by name of individual, title of individual as someone whose experience and involvement in the community would be an asset to our organization. We hope you will consider becoming a nominee. The committee is composed of business, industry, and civic representatives from this community. The goal of the committee is to improve the quality of evidence-based home visiting services to families, provide feedback on the operation and quality of the program, as well as to help increase awareness about the program in the community. Your expertise in early childhood education policy, and work as a former legislative staff member for the State Assembly would be invaluable to the program.

I have enclosed a copy of our advisory committee member job description and the list of subcommittee descriptions, as we do expect that once appointed, our board members will participate in at least one subcommittee. Members should expect to participate in quarterly committee meetings, and monthly subcommittee project calls. Occasionally, you may also be invited to events or asked to participate in describe other activities. While we do ask that our committee members play an active role, we pride ourselves on supporting each other as a team and believe that we offer an opportunity for our members to grow and learn with the program.

I will be contacting you by phone to discuss our invitation and to answer any questions.

If you need additional information, please feel free to call me at phone number.

Sincerely,

Supervisor Name

Name of Organization

Name of Parents as Teachers Affiliate

City, State Zip Code



Appendix C

SAMPLE

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Parents as Teachers®
Affiliate

Parents as Teachers Affiliate Advisory Committee Meeting Notice/Agenda

COMMITTEE: Parents as Teachers Affiliate Advisory Committee

REASON FOR MEETING: 3rd Quarterly Meeting

TIME: 6 p.m. to 8 p.m.

PLACE: Barb's Crab Shack, backroom

1. Elect new Chair
2. Call to order
3. Approve minutes from last meeting
4. Adopt agenda for this meeting
5. Business items for discussion and/or action:
 - a. Welcome and participant introductions by the Chair
 - b. Supervisor update:
 - i. Affiliate presentation/overview
 - ii. Review Essential Requirement #3 Element #17
 - iii. Review of evidence based brochure/outcomes
 - c. Election of officers for Vice-Chair and Secretary
6. Subcommittee updates
7. Subcommittee work period (30 minutes)
8. Next meeting dates:
9. Agenda items for next meeting
10. Call for adjournment



Appendix D

Sample Advisory Committee Minutes

SAMPLE



Parents as Teachers®
Affiliate

[Implementing Organization Logo Here]

Meeting Minutes for Parents as Teachers Affiliate Advisory Committee

Date

Participants :

Name
Name
Name
Name

I. Introduction

Attendees introduced themselves and the Chair welcomed the group and explained the role of the committee and its mission.

II. Update on Affiliate

- Services delivered to date:
- Referrals to date:
- Issues identified among current clients:

III. Presentation by Parent Educator

A parent educator shared stories of success and challenges of working with their clients.

IV. Committee Updates

- Operations Subcommittee member gave an update that APRs are being reviewed by the supervisor. Per the request of the program supervisor and executive director, the committee is currently reviewing each protocol required by the model to determine if improvements should be made. The supervisor announced that a new grant was received for \$1,000 from the local library to provide a library bag and three free books for 50 of the program participants who have babies aged 6-12 months. The subcommittee has also recommended a regular report from the Parents as Teachers State Leader.
- Quality Subcommittee Member gave an update that they are currently initiating meetings with two local universities about exploring an longitudinal evaluation agreement.
- Advancement Subcommittee Member gave an update on progress of relevant state legislation, a federal update on MIECHV reauthorization, as well as the status of recent meeting with the state health department about the program. The Roll and Read event is planned for next month and committee members are asked to attend. The committee expressed that food and drink sponsors are needed for the event. Barb's Crab Shack will provide signs for the event. The subcommittee distributed the most recent policy newsletter from the national office.

V. Action Items

The Chair asked the committee to break in to committee work groups: (program quality, operations and advancement) to discuss questions that will help guide future work of the committee as new members are appointed for the next year. Meeting then reconvened and the work groups shared key points with the whole committee.

- Operations Subcommittee reported that there is still a need for funding for books or a partnership with a book provider, to facilitate book sharing at home visits. There is also an issue with caseload adjustments for families with multiple children and multiple high risk factors. It was recommended to the supervisor to seek technical assistance guidance from the national office for guidance on adjusting caseloads.
- Quality Subcommittee: Recommended that the program use its data to inform practice and an annual performance report should be issued to the community and stakeholders to demonstrate impact and outcomes. The committee will continue to network with local research institutions to explore a partnership. This is the number one goal of the advisory committee.
- Advancement Subcommittee: The committee is working on a plan to have meetings with chairs of the education, appropriations, and budget committees in the legislature in September to discuss maintaining funding for the program in the next fiscal year. The executive director or the agency and the supervisor are leading the meetings and one committee member will attend in support. There is also an attempt to invite a few legislators for a site visit and to next year's Roll and Read event as a guest speaker.

VI. Adjourn

The meeting was adjourned and members will receive an announcement about the next monthly meeting by Friday via email.

Minutes were prepared by the committee Secretary.



Appendix E

SAMPLE

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Parents as Teachers®
Affiliate

FOR MORE INFORMATION, CONTACT:

Contact Person
Phone Number
E-Email

NAME OF IMPLEMENTING ORGANIZATION, A LOCAL PARENTS AS TEACHERS AFFILIATE,
NAMES # NEW COMMITTEE MEMBERS

FOR IMMEDIATE RELEASE

CITY, STATE (Date) - Parents as Teachers in name of local Affiliate, one of the state's most respected parent education and family support, evidence based home visiting programs, has named three new members to its Affiliate Advisory Committee, announced today by name and title of advisory committee chair/supervisor/ executive director. These three community leaders bring unique skills and leadership to the nonprofit organization's work in serving nearly xxxx families annually in name of state or region.

- Name of new member of name of their town, who serves as name of current title, description of past positions, accomplishments and education
- Name of new member of name of their town, who serves as name of current title, description of past positions, accomplishments and education
- Name of new member of name of their town, who serves as name of current title, description of past positions, accomplishments and education

Completing their terms on the Parents as Teachers Affiliate Advisory Committee are name of old exiting member, title and company name, name of old exiting member, title and company name. The Affiliate is grateful for the contributions of these retiring members.

The name of your implementing organization, Name of Parents as Teachers program is an Affiliate of the internationally recognized Parents as Teachers evidence-based home visiting model that delivers parent education primarily through personal visits and group meetings, equipping parents with knowledge and resources to prepare their children, from birth through kindergarten, for a stronger start in life and greater success in school. For more information, visit: your Parents as Teachers Affiliate web address.



Appendix F

Sample Thank You Letter to Committee

SAMPLE

[Implementing Organization Logo Here]



Parents as Teachers®
Affiliate

Date

Committee Member's Name
Title
Company
Street Address
City, State, Zip Code

Dear Name:

Thank you for the time, talent, and expertise you have given to the Parents as Teachers Affiliate at name of implementing organization. You have made a difference through your dedication and continued support of the program and the families in name of the community. Your ideas, input, and enthusiasm were most helpful and assisted us in making vital improvements to our program.

Personalize this paragraph to include changes that have occurred related to your program through the assistance of the advisory committee.

Thank you for your contributions, time, and efforts through serving on this committee.

Sincerely,

Supervisor Name
Title
Name of Affiliate
Name of Implementing Organization



Additional Resources and Links

Committee Structure, Procedure, and Operations Resources

- > Forhan, Christy. (2015). Robert's Rules: What You Should Know. *PTO Today*. Retrieved from www.ptotoday.com/pto-today-articles/article/402-roberts-rules-what-you-should-know
- > Masoaka, Jan. (2015). Bylaws Checklist. *Blue Avocado*. Retrieved from <http://www.blueavocado.org/content/bylaws-checklist>
- > Mycommittee.com is a free committee resource that allows users to create and share indexed meeting agendas, minutes and documents and provides your members with a central location to collaborate and stay connected between meetings. It is designed especially for committees, boards or other groups that have regular and recurring meetings. <https://www.mycommittee.com/>
- > University of Oregon, Holden Leadership Center. (2009). Tip Sheet: Running Effective Meetings: Retrieved from http://leadership.uoregon.edu/resources/exercises_tips/skills/running_effective_meetings

Free Virtual Meeting Tools

- > www.join.me
- > www.wiggo.com
- > www.AnyMeeting.com

Quality Subcommittee Resources

- > Parents as Teachers. (2015) Research and Quality Improvement Technical Assistance Brief #4, Developing a Continuous Quality Improvement Plan. Retrieved from http://www.parentsasteachers.org/images/stories/TABrief4_DevelopingAContinuousQualityImprovementPlan.pdf
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