



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
- > U.S. Department of Health & Human Services, Office of Planning, Research and Evaluation: The Program Manager's Guide to Evaluation, Second Edition. (2010). Retrieved from http://www.acf.hhs.gov/sites/default/files/opre/program_managers_guide_to_eval2010.pdf

Operations Subcommittee Resources

- > KU Work Group for Community Health and Development. (2015). Community Toolbox, Chapter 3, Section 8: Identifying Community Assets and Resources. Retrieved from <http://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/identify-community-assets/main>
- > Parents as Teachers. Research and Quality Improvement Technical Assistance Brief #9 Protocols: Child Abuse and Neglect, Parental Mental Health, Domestic Violence, and Parental Substance Abuse. (2015). Retrieved from http://www.parentsasteachers.org/images/stories/TABrief9_Protocols.pdf

Advancement Committee Resources

- > KU Work Group for Community Health and Development. (2015). Community Toolbox, Chapter 33, Section 2: Writing Letters to the Editor. Retrieved from <http://ctb.ku.edu/en/table-of-contents/advocacy/direct-action/letters-to-editor/main>
- > Parents as Teachers. Funding Guide (2015). Retrieved from http://www.parentsasteachers.org/images/stories/FundingGuide_2015.pdf
- > Parents as Teachers. Affiliate Advocacy Tools. (2015). Retrieved from <http://www.parentsasteachers.org/advocacy/affiliate-advocacy-tools>

Affiliate Supervisor Resources

- > mycommittee.com. Northern Centre for Advanced Technology. (2015). Best Practice Tools and Templates: Committee Self-Evaluation Tool. Retrieved from <http://www.mycommittee.com/BestPractice/Committees/Toolsandtemplates/SelfEvaluationTool/tabid/141/Default.aspx>
- > University of Oregon, Holden Leadership Center. (2009). Tip Sheet: Motivating your Members. Retrieved from http://leadership.uoregon.edu/upload/files/tip_sheets/motivating_your_members.pdf