

**Task: Conducting Subsequent Parent Committee Meetings**

Task	Person Responsible	Time Frame
1. Submit a purchase request for refreshments.	FA	7 days before meeting
2. Notify parents in writing of the date and time of the Parent Committee Meeting using the General Parent Meeting Letter with agenda attached.	FA; Area Coordinator	5 days prior to a meeting
3. Meet with staff/officers to plan the meeting and prepare a meeting agenda that includes the following items: <ul style="list-style-type: none"> <li>- A fun activity or event</li> <li>- Approval of minutes (Done at Meeting)</li> <li>- Policy Council report (given by a community representative or parent member)</li> <li>- Upcoming curriculum and literacy activities</li> <li>- Required Parent Training</li> <li>-Family Engagement Activities/FPA</li> </ul>	Center Staff Officers of Parent Committee	5 days prior to a meeting
4. <b>Personally invite and encourage each parent to attend the meeting. Document efforts and submit to Area Coordinator.</b>	<b>Family Advocate Teachers; Center Staff</b>	<b>Week of meeting</b>
5. Ensure that space, chairs, tables, and other materials are available for the meeting.	FA	The day before meeting
6. Childcare will be provided by all staff.	All Staff	The day of meeting
7. Purchase parent refreshments according to monthly menu.	FA	The day of meeting
8. Forward receipt to Family Service Manager	FA	Immediately
9. Ensure copies of the agenda, previous meeting minutes, and a sign-in sheet are available for parents at the meeting.	FA	At meeting
10. Greet parents and visitors and ask them to sign-in.	Center Staff	At meeting
11. Assist the Parent Committee Chairperson during the meeting.	Teacher	As needed
12. Ensure the Parent Committee Secretary is taking appropriate minutes. (Reference Program Governance Procedure: Taking Parent Committee Meeting Minutes.)	Teacher	At meeting
13. Conduct and document parent training by completing sign-in sheet.	Family Advocate	At meeting
14. Assist parents with cleaning up.	Center Staff	After meeting
15. File the agenda, sign-in sheet, minutes and any other relevant information in the Parent Committee Meeting Notebook.	Family Advocate	After meeting
16. Provide copy of minutes and sign-in sheet to FSM	Family Advocate	Family Services Mtg.