

Program Governance

Task: Conducting Subsequent Parent Committee Meetings

Task	Person Responsible	Date to be Completed
1. Complete and submit a purchase order request for refreshments	Family Services Manager	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	Family Advocate	5 days before 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"> • A fun activity or event • Approval of Minutes (Done at Meeting) • Policy Council Report (Given by a community representative or parent member) • Upcoming curriculum and literacy activities • Required Parent Meeting • Family Engagement Activities/FPA 	Center Staff Officers of Parent Committee	5 days before meeting
4. Personally invite and encourage each parent to attend the meeting. Document efforts	Family Advocate/ Teachers/Center Staff	Week of meeting
5. Ensure that space, chairs, tables, and other materials are available for the meeting	Family Advocate	The day before meeting
6. Childcare will be provided by staff.	Teachers/Teacher Assistants	The day of meeting
7. Purchase parent refreshments.	Family Advocate	The day of meeting
8. Forward original receipt to Family Service Manager	Family Advocate	Immediately
9. Ensure copies of the agenda, previous meeting minutes, and a sign-in sheet are available for parents at the meeting	Teacher	As needed
10. Greet parents and visitors and ask them to sign-in	Center Staff	As needed
11. Assist the Parent Committee Chairperson during the meeting	Teacher	At meeting
12. Ensure the Parent Committee Secretary is taking appropriate minutes. Reference Program Governance Procedure: Taking Parent Committee Meeting Minutes)	Teacher	At Meeting

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Task	Person Responsible	Date to be Completed
13. Conduct and document parent meeting training by completing sign-in sheet	Family Advocate	At Meeting
14. Assist with cleaning up	Center Staff	After meeting
15. File copies of the agenda sign-in sheet, minutes and any other relevant information in the Parent Committee Meeting Notebook	Family Advocate	After meeting
16. Provide the minutes sign-in sheet, and all other relevant meeting information to the Family Service Manager	Family Advocate	By 5th of each month