



# CDHS Family Voice Council Responsibilities

## Three weeks in advance:

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1. Confirm presenters and email FVC Presenter Protocol, which includes council member bios, accommodations for members' with disabilities(e.g. ASL interpretation), using trauma informed language, and the request to tailor the presentation in order to elicit specific feedback.
2. Review council member feedback forms from previous month and make adjustments as necessary to meeting format.
3. Type meeting minutes and email to council members for review. Make edits as recommended and email final draft to the members and presenters.
4. Complete action items listed in minutes.

## Two weeks in advance:

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1. Check in with presenters to remind them of using trauma-informed language and to review topic. Remind presenters to email material three days in advance for council members to review.
2. Confirm council member rsvps.
3. Select council member roles and confirm via email: co-chair, timekeeper, ice breaker, inspirational quote, ouch monitor, poll taker.
4. Email final agenda to council members.
5. Confirm minute-taker role with CDHS staff.
6. Arrange breakfast and lunch catering if applicable.
7. Notify parking attendant of meeting date if applicable
8. Create powerpoint for meeting
9. Create meeting sign-in sheet if applicable

## Shopping if meeting in person: (a few days in advance)

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1. Purchase gift cards for time and mileage reimbursement as calculated on reimbursement forms. (Update spreadsheet and bring to store clerk to ensure accuracy of gift card amounts. Write the card value on the back of each card. Track expenses and keep receipts.
2. Purchase items for meeting refreshments/beverages
3. Purchase public transportation passes if applicable
4. Confirm lobby greeters or escorts for those needing the assistance

### **Room and Binder set-up: (2:00 to 5:00 on the afternoon before the meeting)**

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1. Rules of engagement on easel
2. White paper on walls for notes along with sharpie pens.
3. Chime at timekeeper's place
4. Roles for meeting on wall
5. Pads and pens
6. Sticky notes
7. Clip board with sign-in sheet
8. Water pitchers and cups
9. Tea pot, coffee pot, cups, creamer, sugar, honey and tea
10. Serving utensils, napkins, and take-out boxes
11. Extra tables and chairs to accommodate additional attendees
12. Computer with splitter and cord or other technology
13. Test laptop and presentation
14. Prepare binders for each member. Each binder, under the correct monthly tab, will contain:
  - a. Agenda
  - b. Minutes
  - c. Feedback survey
  - d. Topic handouts
  - e. Time reimbursement forms (update date and sign each form)
  - f. Travel reimbursement forms (update date and sign each form)
  - g. Gift cards in the sleeve at the back of the binder (cross check amount on card to reimbursement form)

### **Catering Support During Meeting (at 8:00am and 12:00pm)**

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1. Meet the caterer in the lobby to deliver breakfast and lunch. Help with catering set up and take down.

### **Room Take-down (1:30pm day of meeting)**

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1. Return tables and borrowed chairs
2. Move left-over food and supplies to kitchen
3. Dispose of all garbage
4. Wipe down tables and counters
5. Return all furniture to regular room formation
6. Copy all signed reimbursement forms and keep on file
7. Document all catering receipts
8. Pull feedback forms and review



9. File meeting sign-in sheet in master binder, along with unclaimed cards and public transportation passes

#### Ongoing:

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- Send thank you notes to presenters
- Create room reservations and calendar invitations for monthly meetings. Include set up time the afternoon before the morning meeting and take down time
- Check in with office liaisons to ensure topics are scheduled 1-2 months in advance. Schedule 2-3 topics per month.
- Survey council members for professional development interests and arrange presenters (1 professional development presentation per month)
- Complete annual budget requests.
- Explore opportunities for council members to serve on other advisory groups, present at conferences or to testify on topics of interest
- Update presenter protocol as needed for clarification and to ensure high-quality presentations
- Follow-up with presenters to close the loop on topic feedback to the council
- Address council members' ongoing requests and inquiries
- Check interest form for prospective members
- Offer support for other partners and stakeholders interested in forming a family voice council
- Summarize council accomplishments in an annual report. Post on website, distribute to stakeholders and council members
- Manage council member outreach, selection and onboarding.