Serving on Groups That Make Decisions:
4: Tools Groups Use
5: Tips & Strategies for Groups

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WI FACETS 877-374-0511
Agenda

• Quick Poll
• Serving on Groups Overview
• Section 4 - Tools Groups Use
• Section 5 – Tips & Strategies for Groups
• Resources
Serving on Groups Overview

- Developed due to an identified need
- Collaborative effort by stakeholders
- Audience – parents, educators, students, others
- [www.servingongroups.org](http://www.servingongroups.org)
Section 4: Tools Groups Use

What are helpful tools groups use?

• Meeting Facilitator/Leader
• Ground Rules
• Agenda
• Meeting Minutes
• Written Guidance
• Open & Closed Sessions
Meeting Facilitator/Leader

- Keeps discussions on track and on time
- Makes sure everyone can share

Ground Rules

- Creates an atmosphere where thoughts and perspectives can be openly shared
Agenda

A roadmap for the meeting
- Only include items to be discussed at the meeting
- Created by leader or executive committee

The Opening
- Welcome and introduce participants
- Set the tone and pace
- Review and approve agenda
- Review minutes from previous meeting

Discussions & Decisions
- Keep the group on task
- Assess the group’s interest level
- Discuss old & new business
- Make decisions
- Provide feedback
- Enforce ground rules

The Conclusion
- Identify next steps & future agenda items
- Announcements
- Evaluate the meeting
Meeting Minutes

- Summary of the meeting
- Records decisions and actions
- Typed and distributed
- Previous meeting minutes may be approved at the next meeting

- Reminder: Still take your own notes!
Meeting Time Management

If meetings continue to run over time, you may ask the group:

- Is the agenda too full?
- Do ground rules need to be established?
- Does there need to be a ‘time keeper’?
- Does more time need to be scheduled for meetings?
Written Guidance

Helps individuals interact with the group

- May include:
  - Bylaws
  - Policies
  - Procedures & Protocols
  - Compacts
Open vs. Closed

Open Meetings
- Open to ANYONE
- Public is invited to LISTEN to group’s discussion
- Public may share their views on the topics
  - Refer to written guidance regarding public participation

Closed Sessions
- Used when not appropriate for non-members
- Topics that should be in closed sessions:
  - Personnel Issues
  - Confidential Information

Serving on Groups That Make Decisions

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Common Reasons for Unproductive Meetings

- Participants aren’t prepared
- No agenda in advance
- Group doesn’t follow agenda
- Not everyone considers themselves “participants”
- Data is lacking or decisions made not based on data
- No action items are highlighted
- No timelines or deadlines
- No follow-ups

Serving on Groups That Make Decisions
4 Reasons for **Zoom Fatigue**

- Excessive Eye Contact
- Constantly Looking at Yourself
- Mobility Reduced
- Heavier Cognitive Load
Resources – 4. Tools Groups Use

- **How to Facilitate Your First Meeting** (Video 6:07)
  https://www.youtube.com/watch?v=oPZJQ-Mhwq0
- **How to Run a Virtual Meeting** (Video 5:07)
  https://www.youtube.com/watch?v=NPVTLroz2Ck
- **Ground Rules for Effective Meetings** (Video 6:51)
  https://www.youtube.com/watch?v=Mm5YLxZrdgk
- **8 Ground Rules for Great Meetings**
  https://hbr.org/2016/06/8-ground-rules-for-great-meetings
- **Mind Tools on problem solving, decision making, and practical creativity**
  http://www.mindtools.com/pages/article/newTMC_00.htm
- **How To Write Minutes of Meeting Effectively**
  https://www.lifehack.org/804185/meeting-minutes
- **How to Write a Good Board Report**
  https://blog.joangarry.com/board-report-template/
Resources – 4. Tools Groups Use

▪ **Four Major Causes for Zoom Fatigue and Their Solutions**

▪ **Wisconsin’s Open Meetings Law**

▪ **Nonprofit Bylaws (Templates)**
  https://form1023.org/how-to-draft-nonprofit-bylaws-with-examples

▪ **Why You Should Put Policies & Procedures in Writing**

▪ **Policies and Procedures**

▪ **Policies & Procedures Handbook (Sample)**

▪ **Mind Tools**
  http://www.mindtools.com/pages/article/newTMC_00.htm
Section 5:
Tips & Strategies for Groups

What makes effective meetings?
What improves group dynamics?
What is two-way communication?
How Culture plays a part?
Tips for Effective Meetings

- Be prepared as a group
- Start and end on time
- Have the information needed to make decisions
- Make sure you are not missing someone who is critical to the discussion
- Follow a meeting agenda
Improve Group Dynamics

Internal group strategies can include:

- Have members get to know one another
  - Share experiences & opportunities
  - Use “ice breakers”
  - Allow time for cultural connections
- An orientation for new members
- A refresher for all current members
- Provide training & mentorship
- Give group’s background information & history
- Consider and utilize multiple methods for engagement
Alone we can do so little; together we can do so much.

-Helen Keller
Two-Way Communication

External strategies can include:

- Family surveys
- Family centers in the community or school
- Town meetings
- Public listening sessions
- ‘Breakfast with the Principal or Policymaker’
What is culture?

A way of life by a group of people

Equity Alliance at ASU

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Culturally Responsive Family Engagement

- Latino Learning Modules “What is Culture?”

https://www.youtube.com/watch?v=15jdTQlr7j4
Cultural Competency & Cultural Humility

**Cultural Competency**
can include:
- mandates
- laws
- rules
- policies
- standards
- practices
- attitudes

**Cultural Humility**
is a process and a lifelong commitment to self-evaluation and critique to improve relationships and outcomes.

Serving on Groups That Make Decisions
Understand Cultural Norms

- Keep learning about the unique cultural values and beliefs of all members
- Recognize and honor racial and ethnic variations
- Provide trained interpreters
- Limit the use of jargon
- Encourage members to mentor one another
- Utilize cultural liaisons
Resources – 5. Tips & Strategies for Groups

- **10 Tips for Conducting Effective Meetings**
  [https://getlighthouse.com/blog/tips-conducting-effective-meetings/](https://getlighthouse.com/blog/tips-conducting-effective-meetings/)

- **How to Run Effective Virtual Meetings**

- **10 Conversations Leaders Use to Move Results Forward** (Annie E. Casey Foundation Video 6:00)
  [https://www.youtube.com/watch?v=JfHfKok9rkY&feature=youtu.be](https://www.youtube.com/watch?v=JfHfKok9rkY&feature=youtu.be)

- **Leading for Results: High Action – High Alignment** (Video 4:00)
  [https://www.youtube.com/watch?v=tego6l6Jg8&feature=youtu.be](https://www.youtube.com/watch?v=tego6l6Jg8&feature=youtu.be)

- **Leading for Results: Creating the Container** (Annie E. Casey Foundation Video 2:43)
  [https://www.youtube.com/watch?v=78B-LUpNrPg&feature=youtu.be](https://www.youtube.com/watch?v=78B-LUpNrPg&feature=youtu.be)

- **Facilitating Groups to Drive Change**
  [https://www.imd.org/search/search-results/?Term=facilitating%20groups%20to%20drive%20change](https://www.imd.org/search/search-results/?Term=facilitating%20groups%20to%20drive%20change)
Resources – 5. Tips & Strategies for Groups

- **Effective Meeting Participation for Family Advisors**
  https://cshcn.org/pdf/family-advisors-effective-meeting-participation.pdf

- **Meetings: How Should I Participate?** (Video 2:25)
  https://www.youtube.com/watch?v=H2IegZRo2sw

- **Attending Meetings: Making an Effective Meeting Contribution** (Video 10:43)
  https://www.youtube.com/watch?v=VPhN3R4kOIY

- **10 Effective Meeting Icebreakers**
  https://www.smartmeetings.com/tips-tools/96478/10-engaging-meeting-icebreakers

- **Interactive Group Activities for Special Ed. Advisory Committee Meetings**

- **Leading by Convening**
  https://servingongroups.org/leading-by-convening
Resources – 5. Tips & Strategies for Groups

- Template for a Great Board Orientation
  https://blog.joangarry.com/board-orientation-template/

- National Center for Family & Community Connections with Schools
  https://sedl.org/connections/

- What is Culture? (Video 1:39-3:26)
  https://www.youtube.com/watch?v=15jdTQIr7j4

- A Fresh Look at Diversity and Boards

- Community Development: Strategies that Serve
  https://blueavocado.org/leadership-and-management/community-development-strategies-that-serve/
Where to Go From Here?

6. Understanding Data as Information – 10/28/2021

7. The Role of Families on Groups – 11/4/2021

Register:  http://wifacets.org/events

Thank you!
Please remember to complete the evaluation!

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