

# **Prevent Child Abuse Minnesota Circle of Parents® Parent Leadership Team Operating Guidelines**

## **Article I. Statement of Purpose**

The Parent Leadership Team (PLT) of Prevent Child Abuse Minnesota (PCAMN) is established to provide for the involvement of the organization's constituency in the planning and operations of the organization.

## **Article II. Membership in PLT**

### **Section 1. Numbers and selection**

Members for the Parent Leadership Team are recruited from parent chapters throughout the state. Parent members must be a part of a Circle of Parents® chapter when elected to the PLT. At least 50% of the Parent Leadership Team will be made up of participants currently enrolled in a Circle of Parents® group. Alumni will serve as mentors to new members.

Total numbers should reflect at least one representative from each region of the state.

The Chair or Co-Chairs of the Parent Leadership Team are selected by the Team and serve on the PCAMN board of directors. Up to three non-PLT members of the Prevent Child Abuse Minnesota Board of Directors may choose to serve on PLT as their committee assignment.

### **Section 2. Commitment to Diversity**

The Parent Leadership Team will do all it can to learn from and be in relationship with all parents in each region of the state, to include closed and open Circle of Parent groups. PLT will provide language translations when needed in order to have full participation by all members.

### **Section 3. Terms**

Terms are one year renewable annually for up to six years, with one year off before serving again. A member need not be part of a Circle group throughout their participation on PLT.

### **Section 4. Responsibilities**

Members of Parent Leadership team are to

- Organize and meet at least quarterly as a statewide entity with an agenda and structure.
- Participate in statewide and regional conferences and the annual Board, staff and PLT retreat.
- Advise PCAMN board and staff on programs and other facets of operations and planning as requested.
- Suggest and participate in developing new programs or program improvements that meet the needs of parents and children.
- Review the results of annual parent surveys and evaluation of programs and make recommendations to the Board of Directors and staff based on their analysis.
- Provide representatives to the Board of Directors and national affiliations.
- Participate in the re-chartering process for state wide chapters.
- Provide input into the hiring process of Circle of Parents staff.

### **Section 5. Removal**

Parent Leadership Team may, by a two-thirds vote, with or without cause, remove a member from office. A member shall not be removed unless the notice of the annual or special meeting at which removal is to be considered states such purpose. When a member has been removed, a replacement may be elected at the same meeting as provided in Article II section 2.

## **Article III. Leadership**

**Section 1. Co-Chairs** The leadership of the Parent Leadership Team is provided by two co-chairs who serve alternating two year terms. At the last meeting of each year a new co-chair will be elected by the team for a new two year term. Both co-chairs serve on the Board of Directors of PCAMN. The roles of the two co-chairs are as follows:

### **Section 1.1 Duties of the 2<sup>nd</sup> year Co-chair:**

- Chair the meetings
- Create the agenda with staff
- Approve minutes prior to their being sent to the members
- Lead the development of the vision and plan of the Team
- Coordinate leadership training for the Team
- Serves on PCAMN board of directors

### **Section 1.2 Duties of the 1<sup>st</sup> year Co-chair:**

- Learn the role of leading the Team while assisting with leadership of the group.
- Chair the meeting of the PLT in the absence of the 2<sup>nd</sup> year co-chair.
- Assure that members of the Team are actively participating on various committees
- Serves on PCAMN board of directors

### **Section 2. Service on Board of Directors.**

The Parent Leadership Team is a standing committee of Prevent Child Abuse Minnesota board. All PCAMN Board of Directors members are required to serve on a committee. PLT co-chairs are not required to serve on another committee of the Board unless they wish to. Their committee assignment is to provide leadership to the Parent Leadership Team. Their role on the Board is to serve as liaison from the Parent Leadership Team and as representatives of parents in general.

### **Section 3. Staff Role**

The role of staff is to provide administrative support to the Parent Leadership Team. The key relationship is between the Coordinator of Civic Parent Leadership, the Director of Family Support Services and the co-chairs. The Executive Director will attend and participate in meetings as able. Staff responsibilities include:

- assist in developing agenda
- bringing projects to the Team that need their assistance
- producing and keeping minutes of meetings
- sending out notices to members of meetings and otherwise as requested
- helping to identify resources (people and materials) to assist the Team in their work

- take the lead in recruiting new PLT members
- provide training and technical assistance as requested by the PLT

## **Article IV. Operations**

### **Section 1. Meetings**

At the beginning of each year, the PLT shall determine its schedule of meetings for that year. Meetings may be held face to face or by conference call. Members may participate by means of conference telephone whereby all members can hear each other. Joining by phone shall constitute presence in person at such a meeting.

### **Section 2. Voting**

For voting purposes, a quorum shall be the number in attendance and a simple majority of those in attendance shall be required for the transaction of business, unless otherwise determined.

### **Section 3. Compensation**

The organization is authorized to designate funds as budgeted or per recommended guidelines to provide mileage and other expense reimbursement that will assist individuals to participate in the PLT. Child care during the meetings will be provided when indicated by the needs of the members. Members are required to submit their expenses on the organization's form in order to receive such reimbursement.

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