**PROGRAM NAME**

Advisory Board

Membership Agreement & Scheduling Organizer

**Program Year 2024-2025**

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| --- | --- |
| Advisory Board Chairperson(s) |  |
| Number of Board Members | Total: Voting:  Nonvoting: |
| Scheduled Meeting Dates |  |
| Location/Virtual Meeting Info |  |
| Link to Past Agendas & Minutes |  |

**ACTIVE MEMBER ROSTER**

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| --- | --- | --- | --- | --- | --- |
|  | Position, Representation Role | Voting/Non-voting | | Email Address  Or info for preferred contact method | Alternative Representative  (if applicable) |
| **Member Name** | E.g., Partner Agency Rep, Parent/Family Rep, Student Rep, Local Evaluator | Voting | Non-Voting | This is to maintain an up-to-date listserv | This person will stand in/deputize for the member and assume voting privileges |
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**Purpose** & **Commitments**

The role of this Advisory Board is to offer **leadership and guidance** to the program in ways that support and augment the Program Director and Program Management Teams (PMTs). The Board will be created and organized to include and engage all partners and stakeholders; it will focus proceedings on the **shared responsibility** of serving and supporting the community’s youth and families.

The Board recognizes that each Member has a vital role to play, and it invites each member to make consistent, helpful contributions to the work – whether that’s offering creative ideas, raising awareness of important issues that need to be explored, or recognizing and celebrating the work of others.

Members commit to **Full Attendance & Full Presence** so that the Board can function at full capacity. This means:

* Attending all scheduled meetings, and in the event of an occasional absence, appointing an alternate representative to participate in that member’s place.
* Respecting agreed upon norms for effective, respectful, equitable engagement.

**Norms** for **Engagement**

* Be Here Now. We know how busy and full members’ lives are. Let’s all agree to mutually respect and acknowledge each other’s efforts to make space and time to come together to do this important work. We’re more powerful when our collective attention and energy is focused on **connecting well**, staying aware of ourselves and the others we’re communicating with. Phones OFF. Eyes, ears, and minds ON.
* Make Space, Take Space. Make space for others’ voices, viewpoints, and thoughtful contributions. Take space when there is an opportunity for your perspective to be heard. All of us agree to **pass the mic** generously, and to use it well when it’s our turn to communicate our message with clarity, respect, and purpose.
* Problem Solve vs. Problem Admire. When issues of concern are raised, we agree to use it as an opportunity to increase awareness and to invite **solutions-focused** discussion. This welcomes a fruitful probing of areas in need of improvement while keeping the aim on using members’ time and energy for constructive collaboration and action planning.
* Pause, Reflect, Open (PRO). Sometimes during discussions among caring, passionate leaders we may encounter points of disagreement while we’re moving toward understanding. We encourage each member to take a **moment of mindfulness**. PAUSE, check in on our feelings and thoughts before reacting to something we’ve interpreted. REFLECT, inquire into assumptions, remember the intentions we share with all members to listen deeply and connect well. OPEN to consider new ways of receiving, perspective-taking and practicing kind, constructive responding.

**Decision Rules**

The Board will enact the following decision-making protocol whenever a motion/formal request for action is made. [Tip: Consider the roles for both voting and non-voting members when submitting requests, proposing actions, suggesting items for further collaboration or discussion]