

Children’s Family Center Parent Association Team Charter

Mission

The Children’s Family Center (CFC) Parent Association strives to support the CFC in providing family oriented care for children, as well as foster intergenerational linkages between children and older persons for their mutual benefit.

The PA is an inclusive team created to engage parental involvement in planning and executing activities to support the team goals and objectives. It is intended to be a flexible, inclusive, and transparent team that welcomes all participants to engage according their level of individual interest and availability.

The PA is comprised of parents and/or guardians who have enrolled their children in CFC. Other family members and friends are welcome to participate in PA activities when appropriate, and at the discretion of the custodial parent/guardians.

Goals and Objectives

The Goals and Objectives of the CFC PA are listed in the table below:

Goals	Objectives
Fundraising	<ul style="list-style-type: none"> • Conduct at least 4 fundraisers per year • Match CFC parent/family skills/resources with CFC needs for cost savings/avoidance • Identify and leverage ongoing fundraising programs (Box Tops for Education, Giant A+ Rewards) • Facilitate charitable giving opportunities (tax receipts, solicitation) • Identify opportunities to leverage non-profit status for cost savings/avoidance and/or grants
Establishing a Feedback Loop between Parents and CFC Teachers/Directors and the CFC Board	<ul style="list-style-type: none"> • Solicit and communicate input from parents and teachers for discussion at monthly PA meeting • Conduct initial assessment survey to identify successes and opportunities for improvements/issues • Conduct quarterly parent and teacher surveys to maintain communications • Analyze survey results to identify project ideas to resolve issues and/or leverage successes

	<ul style="list-style-type: none"> • Report successes, issues, and/or improvements needed to the CFC Board and parents/guardians • Report teacher input on support needed from parents; Report parent ideas and concerns to teachers
Conduct Teacher Appreciation Activities	<ul style="list-style-type: none"> • Conduct at least 2 Teacher Appreciation events per year • Conduct Supply/Craft drives for materials • Support ongoing education and other opportunities to attract and retain talent via fundraising • Support efforts to increase ratings for STAR or other programs
Foster Parent Engagement and Communication	<ul style="list-style-type: none"> • Conduct at least 2 family events per year • Create and communicate social media page for ongoing, informal parent communication • Identify and implement a welcome strategy for new parents • Evangelize CFC to prospective parents, serve as references
Support CFC's Intergenerational Mission	<ul style="list-style-type: none"> • Coordinate cross-participation in CFC/Bethany events and fundraising • Support efforts to leverage cost avoidance/savings possible via combined access to goods/services • Recruit/Retain volunteers • Conduct volunteer appreciation activities • Identify and support efforts to leverage educational grants/resources associated with Intergenerational program

Role Identification

The PA will offer a representative to serve on the Children's Family Center Board, according to the CFC by-laws.

Specific PA activities will be project based. For each project, the project team executing the tasks will define roles and responsibilities required to successfully accomplish project tasks. Each project will have a lead who is responsible to report tasks, determine timelines, identify resources, deliver communications, and report project results. For projects that can be leveraged for future activities, the project lead will also ensure any

documentation (such as vendor information, etc.) is delivered to the PA for future reference.

Ground Rules

- Assignments
 - Lisa Hoover will coordinate activities to initiate the PA. Additional participants are TBD.
 - Monthly meeting hosts will be responsible to coordinate the meeting location and logistics, as well as communicate the meeting agenda. A monthly host for the next meeting will be identified at the close of each monthly meeting.
 - Specific project leads will identify roles and responsibilities for each project.
- Meetings
 - Attendance Expectations
 - Participants are encouraged to participate in meetings as often as possible, however there will be no attendance requirement for any overall PA meeting.
 - Specific project teams can define attendance expectations at the start of their project, but should strive to be inclusive and flexible in scheduling.
 - Schedules/times
 - Overall PA meetings will be held at least once a month.
 - Specific project teams will define a meeting schedule for their project at the start of their project.
 - Locations
 - In-person meetings may be held at CFC, a member's home, or another location (such as a restaurant)
 - In-person meetings will include a conference line if possible
 - Online meetings via conference call may also be held
 - Some meetings/communications may be held via social media
 - Communications
 - PA communication channels will include the CFC website, emails, paper communication in children's folder, and social media site (Facebook page). Other communication channels may be identified during meetings.
 - Record keeping
 - The PA will record project activities for succession planning as needed. This will include maintaining member contact information, activity/vendor contacts, and any account information for fundraising activities as needed.
 - The PA will record project outcomes/metrics to determine the success of project activities, identify areas for improvements and leverage successes for future activities.
- Environment

- The PA is intended to be inclusive, open, and friendly. Our focus is on providing a positive experience for all PA participants, CFC staff and volunteers, and the CFC Board as we support the well-being of our children.
- All contributions in time, effort, or financial support are valuable to our mission.
- Participants are encouraged to participate and communicate in a courteous and respectful manner that reflects our relationship as teammates.
- Specific Project Approval Process
 - Projects will be proposed to the overall PA team.
 - The Overall PA team will identify and resolve any scheduling or other conflicts based on in-flight projects already planned, or limitations based on legal, safety, funding, or other constraints.
 - If a PA participant is willing to serve as a project lead, and sufficient resources are willing to execute the project, the project is considered approved from the PA team, assuming conflicts and constraints are resolved.
 - The specific project lead will write a description and submit the project to the CFC Board for review of conflicts based on in-flight projects already planned, or limitations based on legal, safety, funding, or other constraints from a CFC Board perspective.
 - For specific projects, the Project Lead will make decisions related to the project.

Sign Off

Participation in the PA team assumes acceptance of the guidelines outlined in this Charter.