

"Conversation with Families" Planning Team Responsibilities

Committee Chair

- Notify Committee of upcoming dates, times, and locations of "Conversation with Families"
- Coordinate with local program meeting site and needs for "Conversation with Families "
- Schedule and facilitate Committee conference calls
- Send notification to LES and FRSS
- Send flyer to Planning Team
- Coordinating refreshments with Planning Team including the possibility of utilizing Family Involvement dollars, local donations, etc.
- Facilitate "Conversation with Families"
- Send follow up correspondence/outcomes of "Conversation with Families" to those appropriate
- Report meeting outcomes to FICCIT

Early Steps State Office Committee Liaison

- Notify Early Steps State Office of upcoming "Conversation with Families"
- Participate on Committee Conference calls
- Serve as the Liaison to the Early Steps State Office
- Assist with flyer development, if necessary
- Take electronic notes at "Conversation with Families"

Committee Members

- Participate on Committee conference calls
- Attend the "Conversation with Families"
- Take an active role in the planning and implementation of the meeting

Local Early Steps Administration

- Support participation, attendance, and responsibilities of Family Resource Specialists in the planning of the "Conversation with Families"
- Help notify service coordinators of upcoming meeting for their assistance in inviting families
- Identify and provide for family travel support if needed
- Access and provide for any needed child care services

Family Resource Specialists

- Participate as an active member of the Planning Team (this falls within the FRS job description under "Roles and Responsibilities of Family Resource Specialist" outlined in the Early Steps System of Family Involvement document)
- Provide input into the locations and time frame of event
- Distribute flyer to families, providers, community organizations, etc.
- Attend if possible, the FICCIT Family Leadership Committee meeting