



# Barriers and Supports to Participation

Use this worksheet to help members identify and express what barriers get in the way of their participation and what supports are needed to help them actively participate.

Tips for using this worksheet:

- Distribute copies to GSPC members and ask them to answer these questions for themselves. Remember to provide support to GSPC members who need it.
- Depending on what your group wants, you can hold a group discussion to share answers or have the leader analyze the responses and bring the results back to the group.
- Have a group discussion around these barriers and supports to identify creative solutions. Use this discussion to promote the recognition that everyone's participation is valuable – and that everyone needs supports.
- As you recruit new members, ask them these questions, too.

To what extent is each of the following an issue or barrier for your participation in the GSPC?

	Never a barrier for me	Sometimes a barrier for me	Usually a barrier for me	Always a barrier for me
Transportation to and from GSPC	0	1	2	3
The need for child care or respite care while I attend meetings	0	1	2	3
The financial costs of attending meetings	0	1	2	3
The time that attending meetings takes away from my job	0	1	2	3
The time that attending meeting takes away from my family or other interests	0	1	2	3
Scheduling conflicts with my other meetings and responsibilities	0	1	2	3
The location of the GSPC meetings, or the accessibility of the space that meetings are held in	0	1	2	3
Meetings are held in a language that is not my native tongue	0	1	2	3
Meeting handouts and written reports are inaccessible to me	0	1	2	3
The meeting setting is awkward or uncomfortable	0	1	2	3
It is difficult for me to express my ideas or opinions in the meeting environment	0	1	2	3

Are there other barriers that get in the way of your participation in the GSPC? What are they?

What supports could the GSPC help identify or provide that would help you overcome these barriers to participation?

What would help you to be an active participant in the GSPC?



# Responsibility Matrix

Tips for using this worksheet:

- Make sure all important responsibilities are listed in the left-hand column of the table.
- List the names of your GSPC members across the top of the table
- Use an **X** to indicate which member has primary responsibility (the person “on first”) for each role or task; use an **O** to show members who are helping with that role or task.

Key: <b>X</b> – member(s) with primary responsibility for this task or project																			
Example Tasks/Responsibilities	Members																		
Set up for and clean up after meeting*																			
Create meeting agendas																			
Recorder of meeting minutes*																			
Distribute meeting minutes																			
Timekeeper*																			
Make report/presentation*																			
Invite speakers*																			
Make recruitment calls*																			
Track progress on GSPC activities																			
Develop GSPC work plan																			
Write reports for GSPC Council																			
<u>Other GSPC Activities:</u>																			

\*Some tasks and activities such as these are well suited to rotating the responsibility among several members!!



# Identifying Member Skills & Talents

Use this worksheet to help members identify and express what skills, knowledge, and expertise they bring to the GSPC, and what skills and knowledge they'd like to learn from others.

Tips for using this worksheet:

- Distribute copies to GSPC members and ask them to brainstorm answers to PART A. Remember to provide support to those GSPC members who need it.
- Have members share their responses to PART A. The GSPC Parent Liaison can compile this list and distribute it to the group to help GSPC members find ways to incorporate their varied skills and expertise into programs and activities.
- Members can use PART B to write down both what skill/knowledge areas they already have and would like to contribute, as well as what areas they'd like to develop through the GSPC.
- Have new members answer these questions, too – it's a great way to break the ice and introduce them to your group.

## **PART A: BRAINSTORMING YOUR SKILLS, KNOWLEDGE AND EXPERTISE.**

People develop skills, knowledge and expertise not just through jobs and education but through *all* aspects of their life. Take a few minutes and brainstorm around the skills and knowledge you've acquired in your life.

Skills and knowledge I've gained through hobbies or personal interests

Skills and knowledge I've gained through my roles (as parent, volunteer, etc.)

Skills and knowledge I've gained through "walking in my shoes"

Skills and knowledge I've gained through education or employment





# Scripting Your “Sales Pitch”

Use this worksheet to help you “sell” your GSPC to potential members by using multiple reasons for joining.

Tips for using this worksheet:

- Make a copy of this worksheet and complete it for every person you are planning to recruit. Remember - every potential member is unique. Although parts of your sales pitch might be the same across recruits, you want to tailor your presentation to each person’s motivations and desires.
- Pay close attention to how they respond
- Don’t worry about making all of your points in the order listed – let the conversation flow naturally.

Name of Potential Recruit	Phone #
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## A Basic Script for Recruiting New Members

1. We’d really like YOU to become a member of our GSPC. We want you because...	Identify the skills and expertise you think they could bring to the GSPC:  Did someone recommend them? Mention who:
2. Let me tell you a little bit more about the GSPC. Our group is working to...	Describe the major goals of your GSPC that you think this recruit would be interested in:
3. Joining the GSPC is a great way to give back to the community, as well as to make it a better place for children and their families...	What specifically are you trying to achieve?  In the conversation, ask them: What issues are <i>they</i> most concerned about? Talk to them about how they could work on those issues with the GSPC, and what the GSPC is doing that could promote those goals.

<p>4. I think that you (and/or your family) might find some benefit in joining the GSPC.</p>	<p>Personal benefits you think they could gain:</p> <p>Familial benefits you think they could gain:</p>
<p>5. The GSPC also offers a great way to make contacts with a number of groups and advocates in the community.</p>	<p>What existing members (individuals or organizations) do you think they would want to have contact with?</p>
<p>6. What concerns do you have about joining the GSPC? What supports would you need to attend?</p>	<p>Identify ways in which members are supported (and barriers to participation are removed) in your GSPC.</p>
<p>7. Depending on their response above, you can convince them to become full members.</p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Would they like to visit a GSPC meeting and see if they like it?</li><li><input type="checkbox"/> Would they be interested in joining a workgroup or subcommittee that's working on the issue they're most interested in?</li><li><input type="checkbox"/> Would they be interested in making a presentation at a GSPC meeting about the issue they're most interested in?</li><li><input type="checkbox"/> Is there a shorter-term project they would like to work on?</li><li><input type="checkbox"/> Are there particular tasks that they would be willing to do for the GSPC from work or home?</li><li><input type="checkbox"/> Would they mind being on the GSPC mailing list so they can stay informed of what's going on?</li><li><input type="checkbox"/> Do they know anyone else who might be interested in knowing more about the GSPC?</li></ul>