CONTENTS

Chapter 1	THE IMPORTANCE OF GOOD MEETINGS
	The Characteristics of a Good Meeting
	The Components of a Good Meeting
	Essential Components of an Effective Policy Council
	Exercise I
	Exercise II
Chapter 2	INFORMATION
	Basic Questions
	The Importance of Setting Goals
	Sources of Information
	Summary
	Goal Setting Exercise I
	Goal Setting Exercise II
Chapter 3	PROCEDURE
Chapter 5	The Agenda
	Planning Agenda
	Distributing Agenda
	Minutes of the Meeting
	Reasons for Minutes
	Keeping Minutes
	Contents of Minutes
	Guidelines for Keeping Minutes
	Distribution of Minutes
	Sample Minutes for a Head Start Policy Council
	Sample Form for Minutes
	The Committee System
	Committee Reports
	Sample Committee Report 34

	Scrapbook
	Reasons for Keeping a Policy Council Scrapbook
	Preparing the Scrapbook
	Other Records to Have Available
	Parliamentary Procedure
	Simplified Rules of Order for a Policy Council
	Summary
Chapter 4	INTERACTION
	Model of Policy Council Interactions
	The Chairperson
	Time as Structure
	Place as Structure,
	Action as Structure
	Interaction of the Chairperson with Committees,
	Individuals and Groups
	Chairperson to Committees
	Chairperson to Individuals
	Chairperson to Groups
	Get Acquainted Exercise
	Get Acquainted Questionnaire
	The Committees
	Time as Structure
	Place as Structure
	Action as Structure
	Interaction of the Committees with Individuals,
	Groups and the Chairperson
	Committees to Individuals
	Committees to Groups
	Committees to the Chairperson 60
	The Individuals
	Time as Structure
	Place as Structure
	Action as Structure

	interaction of the Individuals with Groups,	
	the Chairperson and Committees	. 67
	Individuals to Groups	. 67
	Individuals to the Chairperson	. 67
	Individuals to the Committees	. 69
	Seating Arrangement Exercise	. 71
	The Groups	. 74
	Time as Structure.	
	Place as Structure	
	Action as Structure	
	Interaction of the Groups with the Chairperson,	,,,
	Committees and Individuals.	. 76
	Groups to Chairperson	
	Groups to Committees	
	Groups to Individuals	
	Summary	
Chapter 5	EVALUATION	. <i>79</i>
	Formal vs. Informal Evaluations	. 79
	Individual vs. Group Focused Evaluations	. 81
	Content vs. Process Oriented Evaluations	. 82
	Evaluating our Information	. 82
	Assessment of Information Used in This Meeting	. 84
	Self-Evaluation of Information	. 84
	Issues Related to Assessment	. 85
	Evaluating our Procedure	. 86
	Agenda	. 86
	Comparisons of Actions Indicated in Agendum and Minutes .	. 88
	Minutes	. 89
	Data on Organizational Actions	. 90
	Comparison of Organizational Goals with Ongoing Action	. 90
	Comparison of Groups of Participants with Ongoing Actions.	
	Evaluation of General Council Action	
	Evaluating our Interaction	
	Process Related Group Evaluation	
	Observation Sheet for Building & Maintenance Functions	
	Summary	. 98