

The Integral Role of an Elected OSD OSD FAB Member

As an elected member of the Office for Students with Disabilities (OSD) Family Advisory Board (FAB), you hold a position of trust and responsibility within the community. You are a representative voice for families and play a crucial part in the ongoing effort to improve services. **It is important to remember that the OSD FAB is an advisory body, and while your recommendations are highly valued, final approval and implementation rest with OSD.**

Key expectations for all OSD FAB members include:

- **Student-Centered Focus:** Always prioritize the best interests and well-being of students with disabilities in all discussions and decisions.
- **Collaboration and Respect:** Approach discussions with an open mind, respectfully consider diverse opinions, and actively seek input from all participants to ensure a comprehensive understanding of issues.
- **Preparation and Participation:** Come to meetings prepared by reviewing materials, actively engage in discussions, and support the recommendations and decisions made by the group, even if they differ from your initial perspective.
- **Inclusivity and Diversity:** Represent the broader community and actively work to ensure diversity within the board's composition and its outreach efforts to reach all families.
- **Accountability:** Take responsibility for the overall behavior and productivity of the OSD FAB, fostering a constructive and productive environment.
- **Understanding the Advisory Role:** Clearly understand that the OSD FAB provides recommendations that are non-binding and subject to OSD's final approval and implementation. Respect OSD's decisions in implementing recommendations.
- **Community Representation:** Remember that you are serving in trust for the entire community of families with students with disabilities, not just a single constituency, even if you identify with certain groups or issues.
- **Honest Opinions:** Be comfortable expressing your honest opinions on issues, while also encouraging your colleagues to share their perspectives and listening carefully and respectfully.
- **Outward and Upward Thinking:** Focus on the broader impact and strategic direction of the OSD FAB's work rather than getting bogged down in minor details.

SY27 OSD Family Advisory Board Position Overview

The elected officers of the OSD FAB—President, Vice-President, Secretary, and Support Coordinator—have specific roles and responsibilities that are vital to the smooth operation and effectiveness of the board. Officers will serve a two-year term to support the priorities of the Board:

- **President:** The President presides over all OSD FAB meetings, acts as a key spokesperson for the board, attends monthly debriefs with OSD staff to plan agendas and reflect on improvements, can call special meetings, co-facilitates monthly meetings, represents the OSD FAB at other District

meetings, reviews documents, collaborates with stakeholders, and conducts research relevant to the OSD FAB's work.

- **Vice-President:** The Vice-President supports the President in their duties and presides over meetings when the President is absent. They are responsible for monitoring the chat during virtual meetings to capture public questions and comments. The Vice-President attends monthly debriefs, co-facilitates monthly meetings, may represent the OSD FAB at other CPS support meetings, follows up on agenda items, supports the development of OSD FAB documents, and researches ideas for parent contribution.
- **Secretary:** The Secretary is responsible for maintaining accurate written minutes of all OSD FAB meetings and providing them to members. They ensure meeting agendas are sent to OSD per established monthly deadlines. The Secretary drafts official correspondence under the direction of the board, maintains a repository of OSD FAB documents (binder or Google Drive), participates in monthly debriefs, may attend other CPS meetings as a OSD FAB representative, supports document development, and researches ideas for meeting content.
- **Support Coordinator:** The Support Coordinator assists the Secretary and performs their duties in their absence. They play a key role in disseminating information by sharing monthly flyers within their network and providing outreach to CPS schools' parent groups. The Support Coordinator assists with monitoring the chat during virtual meetings, participates in monthly debriefs and regular OSD FAB meetings, follows up with stakeholders and presenters, and researches ideas for meeting content.

OSD FAB Elected Member Responsibilities

Effective and well-organized meetings are fundamental to the OSD FAB's ability to collaborate effectively, make informed recommendations, and ensure that the voices of families are heard and valued. The meeting process follows a structured timeline:

Annual Planning (June-August):

- New OSD FAB members, along with OSD staff, establish the key initiatives and focus areas for the upcoming school year.
- Consistent monthly meeting dates are set, typically scheduled for the third Thursday of each month.
- Meeting topics are determined, and an OSD FAB Lead Presenter is identified for each monthly meeting.
- OSD Parent Support Specialists (PSS) are responsible for securing calendar holds for all planned OSD FAB meetings, ensuring availability of key OSD leadership, the translation team, and other essential personnel.

Debrief Meetings: In addition to the regular monthly OSD FAB meetings, monthly debrief meetings are held with OSD staff after the main meeting. These meetings are held the week after the OSD FAB meeting and provide an opportunity to review feedback received during the OSD FAB meeting, identify any service gaps or concerns raised, and discuss potential action steps. The OSD FAB leadership is responsible for submitting the agenda for the debrief meeting to PSS by the Monday before the meeting.