20 Questions: Take A Look At Your Planning Council— Do You Like What You See?

- In order to recruit new planning council members, it's key to first make sure one's **"house is in order."** Looking at planning council operations as others will before they join will help the council recruit the new members it needs to be effective.
- Following are some questions to help review planning council operations. Be as objective as possible when answering them. Only by starting with the council's positive **"curb appeal"** do you have a real chance bringing new members onto the council.

Answer "yes" or "no" to the following questions.

1. Each meeting is **orderly and well conducted**?
2. A monthly **bulletin** is published and distributed to all members?
3. Regular, well-planned **trainings** are held frequently throughout the year?
4. The quality of training or workshop **speakers** is normally rated as **"excellent?"**
5. **All planning council members serve** on at least one or more **committees** during the year?
6. There is an **active community outreach committee** promoting the council in the community?
7. Visiting potential members are **warmly welcomed** and recognized at the council meetings?
8. The council has an **appropriate induction ceremony** or procedure when a new member is introduced and welcomed into the council?
9. New members receive **training** about council operations, the CARE Act, and the local HIV care network and are assigned a **mentor** for their first year?
10. The **executive committee** meets on a regular basis with a well-planned agenda?
11. The **meeting room** appears to be part of a well-run meeting, complete with appropriate equipment, materials, refreshments etc.?

20 Questions: Take A Look At Your Planning Council— Do You Like What You See?

12. The **council attendance** at meetings consistently tops **60 percent** and gives recognition to those with **100 percent attendance?**

13. The **membership** is balanced and representative of all segments of the community?

14. Members are **surveyed annually** about council operations and suggestions for improvement?

15. The council **sets and meets appropriate deadlines?**

16. Members who show interest and commitment have the opportunity to **move into leadership roles?**

17. Members **thoughtfully consider** the needs of all people with HIV in the EMA and work together to **set priorities that meet those needs?**

18. Members and committees have the **support and information they need** to meet their responsibilities?

19. There is an active membership and **membership development committee?**

20. Overall participating in the planning council is **a rewarding experience?**

▶How did your council score?

Count the number of yes and no answers. If you have more yes answers, then your planning council doesn't need much improvement, but if you have more no answers, then your planning council needs some work.