

SIAC & RIAC

Parent and Youth Representative Guidance

	State Interagency Council (SIAC)	Regional Interagency Councils (RIAC)	More Information
Outreach & Meeting planning	<p>Connect with the SIAC Parent/Youth Alternate, other parent, family, and youth leaders to share their collective experience and voice with SIAC.</p> <p>Compile the information you gathered into notes for your monthly update - you can use these notes during your report at the meeting.</p> <p>Send to SIAC Administrator and your Alternate.</p>	<p>Connect with the RIAC Parent/Youth Alternate, other parent, family, and youth leaders to share their collective experience and voice with RIAC.</p> <p>Compile the information you gathered into notes for your monthly update - you can use these notes during your report at the meeting - and share with your Alternate prior to the meeting.</p>	<p>Reach out to other Parent/Youth; family support groups; KY Youth MOVE; regional youth councils; Peer Support Centers & Specialists; Youth Drop-in Centers; Voices of the Commonwealth; etc. Ask them to share regional youth and family development activities; successes; challenges; and other areas of concern. Explain how you are sharing the information, and be sure to share information back to them about SIAC/RIAC.</p>
Talk with Alternate	<p>Work with your Alternate to compile the monthly update, and make sure there will be representation at the meeting.</p>	<p>Work with your Alternate to compile the monthly update, and make sure there will be representation at the meeting.</p>	<p>Consider also touching base after each meeting to discuss how it went and if any follow up action is necessary.</p>
Attend consistently	<p>Arrive on time, and stay for the entire SIAC and Standing Committee meeting(s).</p> <p>Notify the SIAC Administrator and your Alternate if you will be absent and/or miss part of the SIAC meeting (arriving late or leaving early).</p>	<p>Arrive on time and stay for the entire RIAC meeting.</p> <p>Notify your RIAC Local Resource Coordinator (LRC) and your Alternate if you will be absent and/or miss part of the meeting (arriving late or leaving early).</p>	<p>The expectation is for all Parent/Youth to attend every meeting and stay for the entire time. You should make every attempt to be on time. If you are more than 10 minutes late or leave early, not only will you miss important information, but it could result in not receiving full compensation.</p> <p><i>SIAC Parent/Youth only:</i> If you miss 3 meetings in a row, a letter/email will be sent stating that if you do not attend the next meeting, it will result in the assumption that you resigned from the Council.</p>
Actively participate	<p>Join in discussions at SIAC and Standing Committee(s) meetings, in addition to your update at SIAC.</p> <p>Join using Zoom link(s) that will be provided for each meeting. If you are unable to join via Zoom website or app, you may call in.</p>	<p>Join in discussions at meetings (in addition to your update), including action planning discussion and activities. Consider participating in RIAC community activities, subcommittee meetings, SIAC Standing Committees, and other opportunities.</p> <p>For virtual meetings, join using the provided link. If you are unable to join via the link, you may call in.</p> <p>Some RIAC meetings are hybrid, and you can choose to attend virtually or in person.</p>	<p>You are serving as a role model for parents and youth across the state. Participate verbally or by using the chat box. Model professional behavior, minimize and/or avoid distractions, and make your presence and ideas known.</p> <p><i>RIAC Parent/Youth only:</i> You will need prior approval, via RIAC majority vote, to be compensated for any meeting or activity except the monthly RIAC meeting.</p>

*Parent/Youth refers to Parent Representative, Parent Alternate, Youth Representative, and Youth Alternate.

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Professional development opportunities	SIAC Parent/Youth may have opportunities to attend training activities or conferences to build knowledge, skills, and abilities related to your role as a SIAC Member, including but not limited to: youth/family leadership, engagement, and advocacy; mental health and substance use; and others.	RIAC Parent/Youth may have opportunities to attend training activities or conferences to build knowledge, skills, and abilities related to your role as a RIAC Member, including but not limited to: youth/family leadership, engagement, and advocacy; mental health and substance use; and others.	Participation in these opportunities are optional. Because they are not required, registration fees or travel costs may not be covered. If you are interested in being compensated for your time, contact your SIAC Administrator or LRC as there may be funds to support attendance.
Other meetings, committees, workgroups, etc.	SIAC Parent/Youth may receive additional calendar invites, emails, texts, and calls about meetings, activities, or requests for reviewing materials.	RIAC Parent/Youth may receive additional calendar invites, emails, texts, and calls about meetings, activities, or requests for reviewing materials.	These additional requests are all optional. Any questions or comments can be directed to the person requesting, SIAC Administrator, or LRC. Contact the SIAC Administrator or LRC before attending to determine if there are funds to compensate your participation. Payment is NOT guaranteed.
Support from Staff	SIAC Administrator will review Guidance with you at the beginning of your term and annually thereafter. SIAC Administrator will be your point of contact and is available via email or virtually to provide support by answering questions and/or providing additional resources.	The LRC or Parent/Youth Supporter will review Guidance with you when you are voted in and annually thereafter. The Parent/Youth Supporter will be a key point of contact for meeting preparation, discussing meetings, asking questions, etc.	Contact the SIAC Administrator, LRC, or Parent/Youth Supporter if you would like additional SIAC/RIAC support.
Parent & Youth Rep Monthly Calls	Staff and/or family leaders may host monthly calls for current SIAC and RIAC Parent/Youth.	Staff and/or family leaders may host monthly calls for current SIAC and RIAC Parent/Youth.	These calls are aimed at support and networking as well as giving and collecting information for monthly updates. For more information about the Parent/Youth Rep Monthly Calls, and to be added to the email group, please contact the SIAC or RIAC Administrator.
Joint Meetings	Kentucky Partnership for Families and Children (KPFC) hosts Joint Meetings for family and youth leaders (SIAC & RIAC Parent/Youth; KY Youth MOVE; Family and Youth Peer Support Specialists; Youth Coordinators, and others). These meetings may include training; opportunities to share regional/personal successes and challenges; coaching; networking; etc. with the intent to support new and existing youth and family leaders.	Kentucky Partnership for Families and Children (KPFC) hosts Joint Meetings for family and youth leaders (SIAC & RIAC Parent/Youth; KY Youth MOVE; Family and Youth Peer Support Specialists; Youth Coordinators, and others). These meetings may include training; opportunities to share regional/personal successes and challenges; coaching; networking; etc. with the intent to support new and existing youth and family leaders.	Participation is optional. We encourage you to participate when your schedule allows. Funds are available* to support your attendance. KPFC may invite Parent/Youth to participate on the planning committee. Participation is optional. Funds are available* to attend committee meetings. Contact the SIAC or RIAC Administrator to receive more information. <i>*Funding is subject to change at any time.</i>

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Acknowledgement

By signing this document, I agree that I have read, understand, and agree to follow these guidelines.
Please review, and check each statement below.

- ☐ I will arrive on time and stay for the entire meeting. I understand that if I arrive more than 10 minutes late or leave early, it could result in not receiving full compensation.
- ☐ I will notify my SIAC Administrator/RIAC LRC and Alternate if I will be absent and/or miss part of the meeting (includes arriving late or leaving early).
- ☐ I will join in discussion at SIAC/RIAC meetings (in addition to my update) as appropriate.
- ☐ I will share my update with SIAC Administrator (**SIAC only*) and Alternate at least two business days prior to the meeting.
- ☐ I will provide an update monthly at the SIAC/RIAC meeting.

Signature

Date

Parent/Guardian Signature (if under 18 or parent has guardianship)

Date

By signing this document, I agree that I have read, understand and discussed the guidelines with my transition-age youth.

