

## Family Outreach Committee Planning

### Committee Definition:

- Group of family members of an individual with Down syndrome that meet with the goal of connecting Playhouse families, identifying and supporting family needs, and providing direction and execution for applicable portions of the [Family and Community SOE](#).

### Committee Composition

- The committee should consist of a diverse group of family members of a loved one with Down syndrome.
  - Diverse in age of the loved one with Down syndrome they are related to (i.e., infant, toddler, school-age, teen, young adult, older adult, male, female, etc.).
  - Diverse in relationship to the loved one with Down syndrome (i.e., Mother, father, grandma, grandpa, sibling, etc.).
  - Diverse in ethnicity related to the cultures in your community.
- Board member representation but the board member should NOT be the chair of the committee.
- The New Family Coordinator should also be designated and included (may be the chair of the committee.)

### Recommended responsibilities to the Playhouse (using SOE as a guide):

- Establish a meeting schedule either in person or by Teams Meeting; likely every 2-3 months.
- Establish annual goals and priorities for the committee.
- Ensure plan, budget and timelines are met.
- Provide a written committee report quarterly with goals, decisions, actions, and needs.
- Solicit diverse committee members to represent your community and participants.

### Recommended responsibilities to families:

- Welcome new playhouse families and match with a mentor family.
- Plan, organize and execute New Family Orientations to meet SOE goals.
- Plan and execute surveys and/or annual family roundtable to gather feedback.
- Share resources from GiGi's with families and the community.
- Empower parents and caregivers to find their community.
- Help families to understand how they too can engage in volunteering and fundraising activities to support the playhouse.