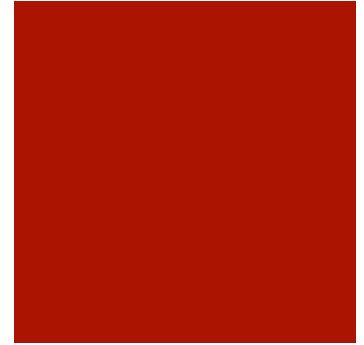




Advisor's Training

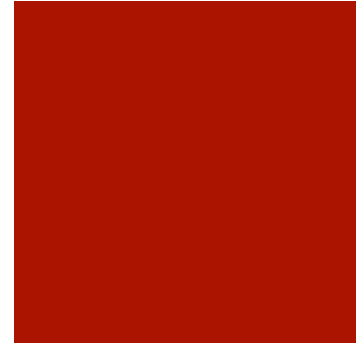
People First of Tennessee, Inc.
2012

Agenda



- 10:00 Introductions
- 10:15 What is People First?
- 10:45 History of People First of Tennessee
- 11:15 People First Language
- 11:30 Lunch

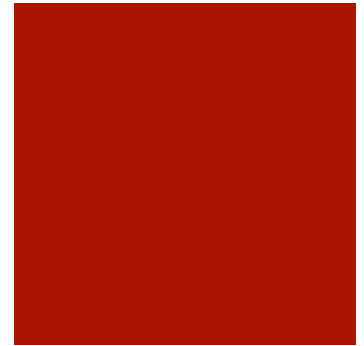
Agenda Continued



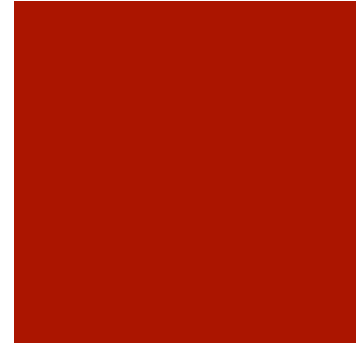
- 12:00 Helping to Start a New Chapter
- 1:00 Officers Responsibilities
- 1:30 Break
- 1:45 People First Volunteer Advisor Job Description
- 2:15 Tips for Successful Meetings
- 2:45 Sign Up!
- 3:00 Adjourn

What is People First?

- We are a self-advocacy, disability rights organization run by and for people with disabilities. We serve as an outlet for people with disabilities to air and alleviate their concerns about disability related issues. We advocate for people with disabilities in the areas of housing, healthcare, employment, and transportation.

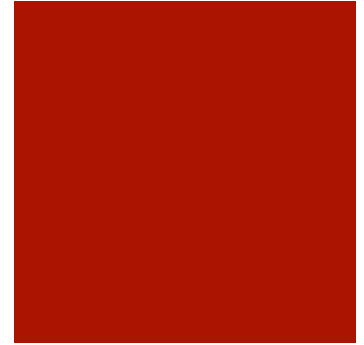


Our History



- 1973 People First started in Oregon
- 1982 Nashville and state chapter started
- 1984 Outreach for members in state institutions
- 1989 Opened our first office
- 1990 VISTA project started for outreach
- 1991 Hosted National Self-Advocacy Conference
- 1992 National Self-Determination Grant
- 1991 Filed first lawsuit: PF v. ADC
- 1994 Filed second lawsuit: PF v. CBDC
- 1999 New State Advisor
- 2004 People Planning with People Program
- 2008 Voting Initiative
- 2012 Shift to volunteer run organization

People First Language



People First believes that persons want to be treated like people therefore in that spirit,

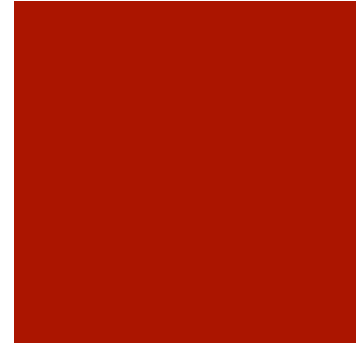
“We are against the labeling of persons”.

We believe that people have names and should not be referred to by disability, or number, or IQ level. To refer to us in any mode other than our name, is to degrade us, and treat us like things.

WE WILL STAND TOGETHER ON THIS!

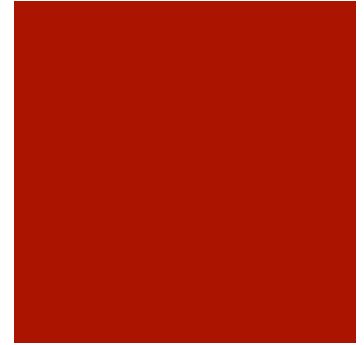
By People First International, Inc. 10/24/84

Helping to Start a New Chapter



- Have visiting People First members help with the presentation
- Share what People First is and what self-advocacy means
- Share why people join People First:
 - Learn new things
 - Help other people and our communities
 - Stand up for our rights
- Share what People First does and why it is important:
 - Local chapters: place to contribute, learn new things, develop leadership skills, build POWER
 - Critical goals: community service, fundraising, fellowship
 - Regional meetings: place to network, share ideas, learn new things, speak about issues
 - State meetings: place to network, build connections, work on issues, promote organization

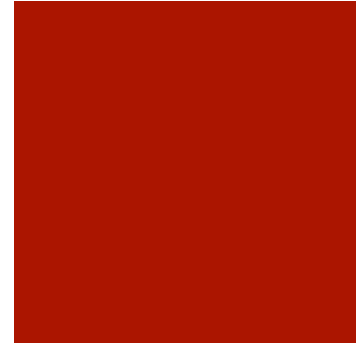
Helping to Start a New Chapter (continued)



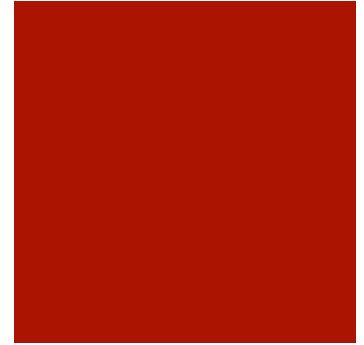
- Answer questions from audience
- Ask if group wants to start a People First Chapter,
 - Have them vote on it.
 - Talk about possible volunteer advisors
- Set date and time for next meeting
- Thank everyone for coming

What Next?

- Have a visiting People First member lead the meeting
- Call the meeting to order
- Review last meeting
- Describe officer roles & responsibilities
- Help group plan or hold elections
- Talk about setting chapter goals
- Set date for next meeting

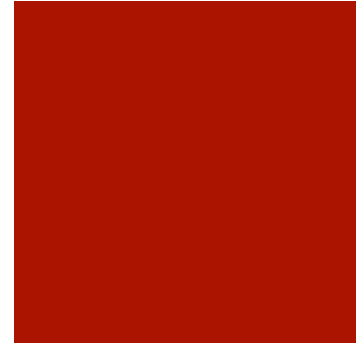


Officers Responsibilities



- **President:** Leaders the meetings, helps chapter set goals, helps members learn to speak up, goes to officer meetings
- **Vice-President:** Leads the meetings when the President is absent, helps the president during meetings, helps lead voting, goes to officer meetings
- **Secretary:** Calls the roll (or checks people in), keeps the minutes and reads them at the meeting, goes to officer meetings
- **Treasurer:** Gives a report on how much money the chapter has and keeps records of purchases, collects membership dues, signs checks with another officer.
- **Sergeant-at-Arms:** Helps members follow the agenda, makes sure people know when to speak, calls for order when people get off track

Advisor Job Description



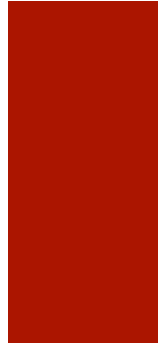
- Attend monthly People First meetings
- Help members learn how to run a meeting
- Coordinate speakers and educational programs
- Assist with meetings (like a coach) until members can run them on their own
- Help officers keep members on task
- Help chapter set fundraising and community service goals
- Help with minutes, membership cards, and other paperwork.

Tips for Successful Meetings: Get Started!



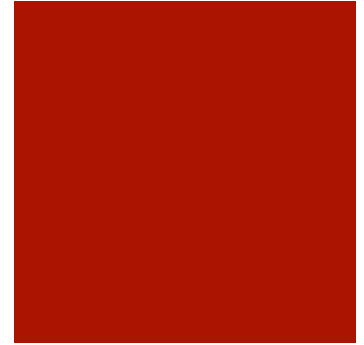
- Have old officers help new officers
- Plan and practice the agenda before the regular meeting
- Make sure someone is in charge of reminding people about the meeting
- Ask members to take turns bringing refreshments
- Have seats arranged in a circle so people can see each other's faces
- Say hello to new people
- Have all the officers sit together so they can help each other
- Have old members sit by new members so they can explain what is going on during the meeting

Tips for Successful Meetings: Make Good Things Happen!



- Make sure each person has a chance to speak
- Put the agenda on a big piece of paper
- Explain what the agenda items mean
- Call on different people for ideas
- Help people explain what they mean if someone doesn't understand
- Ask members what self-advocacy means to them
- Make sure everyone speaks for themselves!
- Plan events that get members together for fun, help their community, deal with issues and raise money
- Invite speakers to come and talk about problems and solutions
- Tell advisors what you need help with
- Spend time talking about the things the chapter did in the past, this helps members remember their accomplishments

Tips for Successful Meetings: Spread the Word



- Start a phone tree, facebook page, email list
- Call people who were absent to tell them what they missed at the meeting
- Start a chapter newsletter
- Host an event for family members to come and learn more about self-advocacy
- Send out notices about special events that are coming up
- Tell other people to join!

Sign Up Now!

1. Questions
2. How we can help

