

UCP of Stanislaus Self Advocacy Council Board Positions



President Responsibilities:

1. Make sure everyone knows what they need to do.
2. Be a good role model and lead by example.
3. Make sure there's a plan or agenda for each monthly meeting.
4. Encourage everyone to join in the conversation.
5. Help the group make fair and timely decisions.
6. Be a good listener and communicate clearly.

Vice President Responsibilities:

1. Lead by example, just like the President.
2. If the President isn't there, make sure the meeting agenda is ready.
3. Get everyone involved in discussions.

Secretary Responsibilities:

1. Write down notes during meetings — like upcoming events, places to go, craft ideas, and volunteer opportunities.

Treasurer Responsibilities:

1. Tell the group how much money was made from recycling each week and keep a record of it.
2. Help come up with new fundraising ideas, if needed.

Sergeant at Arms Responsibilities:

1. Before each meeting starts, remind everyone to:
 - Be respectful
 - Raise their hand to speak
 - Not laugh at others
 - Use quiet voices
 - Stay seated

UCP of Stanislaus Self Advocacy Council Ground Rules for Meetings



Objective: To create a community where adults with disabilities can grow their independence and learn new skills

Before each meeting starts, remind everyone to:

- Be respectful
- Raise their hand to speak
- Not laugh at others
- Use quiet voices
- Stay seated

UCP of Stanislaus Self Advocacy Council Meeting Agenda



Date: _____ Time: _____ Location: _____

Chairperson: _____

Welcome all, we will start introductions.

- State name, position, and who you represent.

Sergeant of arms:

- Review objective, rules and responsibilities

Treasurer Update:

- _____

Vice President SAC 6 meeting Update:

- _____
- _____
- _____

Review previous meetings and give updates:

- _____
- _____
- _____

Topic items or discussion

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Any important dates coming up:

Scheduling for the next meeting:

UCP of Stanislaus Self Advocacy Council Meeting Minutes



Meeting Date:

[Date of meeting]

Location:

[Meeting location/chapter]

Overview

Provide a brief summary of the main topics covered during the meeting. Include major areas of discussion, training or educational topics, decisions made, and important updates.

Introductions and Meeting Objectives

- Note who led the meeting and whether introductions were completed.
- Review the purpose or goals of the Self-Advocacy group.
- Note any meeting expectations or ground rules that were reviewed, such as respect, listening to others, taking turns, and creating a welcoming environment.
- Include any other opening discussion or announcements.

Treasurer/Financial Report

- Record the current account balance as reported by the Treasurer.
- Document any proposed purchases or expenditures.
- Record any motions, votes, or approvals related to spending.
- Note any other financial updates discussed by the group.

Self-Advocacy Education/Training

Topic: [Name of training or discussion topic]

- Summarize the educational topic presented during the meeting.
- Identify the main points members learned or discussed.
- Include examples or questions discussed by members when relevant.
- Note how the topic relates to self-advocacy, independence, rights, decision-making, or other skills.
- Record any resources or follow-up information that will be provided.

Chapter Reports and Recent Activities

- Review recent Self-Advocacy activities, meetings, outings, presentations, or community events.
- Include updates from members who attended outside meetings or represented the group.
- Note important information members brought back to the chapter.
- Highlight member participation, leadership, or accomplishments when appropriate.

Group Business and Decisions

- Describe any new business or issues brought to the group for discussion.
- Summarize the options or ideas discussed by members.
- Record decisions made by the group.
- Document votes or consensus when applicable.
- Include any responsibilities or follow-up actions assigned to members.

Meeting Schedule

- Record any discussion about future meeting dates, times, locations, or meeting formats.
- Document any proposed schedule changes.
- Record decisions or votes made by members regarding the meeting schedule.
- List the next individual chapter meeting and joint meeting, if applicable.

Upcoming Important Dates

List upcoming meetings, advocacy opportunities, community events, trainings, presentations, or activities that members should be aware of.

- [Date]: [Event/activity, location, and time if applicable]
- [Date]: [Event/activity, location, and time if applicable]
- [Date]: [Event/activity, location, and time if applicable]

Member Discussion and Announcements

- Record announcements shared by members.

- Note upcoming member activities, presentations, advocacy opportunities, or accomplishments.
- Include questions, ideas, or topics members would like discussed at a future meeting.

Action Items / Follow-Up

- [Action that needs to be completed] — Responsible Person: [Name/role]
- [Action that needs to be completed] — Responsible Person: [Name/role]
- [Information or topic to bring back to the next meeting]

Next Meeting

Date: [Date]

Time: [Time]

Location: [Location]

Planned Topic(s): [Topics, training, or activities planned for the next meeting]



Self-Advocacy Fund Withdrawal Request

Date of request: _____

Requested by: _____

Amount Requested: _____

Reason for request: _____

Council Approval

Date of approval: _____

Signature (Treasurer): _____

Signature (President): _____

Signature (Staff if applicable): _____

Receipt Verification

Attach Receipt to back

Date receipt received: _____

Verified by: _____



Self-Advocacy Fund Withdrawal Request

Date of request: _____

Requested by: _____

Amount Requested: _____

Reason for request: _____

Council Approval

Date of approval: _____

Signature (Treasurer): _____

Signature (President): _____

Signature (Staff if applicable): _____

Receipt Verification

Attach Receipt to back

Date receipt received: _____

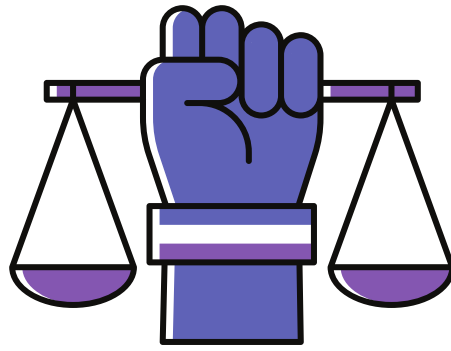
Verified by: _____

Turlock Self-Ad Funds

[illegible]



Speaking up for yourself



Knowing your rights



Choice and decision making



IPP/Service planning



Boundaries and consent



Healthy relationships



Money and financial advocacy



Work and employment



Independence and living choices



Healthcare self-advocacy



Internet and social media



Safety