

Guide to Creating a Council Profile

Generating the 4 components of the 1-page profile requires that the council meet and brainstorm around the four components of the profile. If the group is together in one place, the facilitator can break members into 4 groups, with each group responsible for brainstorming content under each section. Groups should identify a note taker and a reporter, they can be one in the same if that works for the group. The groups should have at least a half hour to work on their list, with the understanding that the process is flexible to meet the needs of all involved.

If the meeting is in-person, the note taker will compile the group member's ideas and put them on a piece of poster council/paper. After all the groups are done, the reporter will tape or thumbtack the group's agreed upon items for each of the components. It is recommended that for each component, there be 3-8 bullet points. It is recommended that the reporter reads and provides a little bit of context for each bullet. Prompted by the facilitator, the larger group can provide feedback and or suggestions for modifications, additions, or removal of components. Breaks need to be provided and more than one meeting can be held to complete the 1-Page Profile to everyone's satisfaction.

See the accompanying Council Profile template as a starting point to design your council's Profile. Add pictures of the council or any other graphic that helps the reader get a sense of your vision and mission.

1. Great Things about our Council-examples

- Dedicated
- Knowledgeable
- Open minded
- Great advocates
- Diverse

2. Important to our Council *Important To items are the ingredients of a satisfied and fulfilling experience while serving on the Council. In our individual lives, what is important to us might include; people/relationships, status and control, things to do, places to go, the rituals and routines we depend on and look forward to, from that first cup of coffee in the morning to making our nana's traditional recipes for family gatherings and finally things to have, this may include baseball cards, books and collectables. For this category, think about what is collectively important TO the council.*

Examples Important To

- Members are given whatever supports and accommodations needed to fully participate
- The meeting space is accessible and centrally located
- Meetings start and end on time
- Members have positive and welcoming attitude towards each other and all guests

3. Important For our Council *Important For* items cover the basic ingredients for a well-functioning council. In our individual lives *important For* includes issues of health and safety and can include such things as access to needed medicine and access to wellness opportunities and a safe community. For individuals it also includes those things that are important for someone to be a valued member of their community, for example employment can be *Important For* someone in order to pay the bills, but it can also contribute to a feeling of doing something valuable while being valued *For* your labor by the community as well as provide a means to access what is *Important To* you. In the context of an organization *Important For* can include basic expectations and framework desired by the members to function in a fully collaborative fashion.

Examples *Important For*

- All members will do the work required for the greater good of all (attend meeting, participate in subcommittees, represent our Council to the community and to the legislators)
- We do not use jargon or acronyms in our meetings or in our written communication and reports
- All voices are heard
- We understand what the expectations, responsibilities, roles and goals
- We respect each other even when we disagree

4. Additional Information about our Council-examples

- We like to have fun (have a birthday cake or a mini baby shower when one of our members is celebrating a life milestone)
- We are passionate about our mission (can be inserted here in its entirety or in an abbreviated form)
- We think telling our stories is a great way to educate people about brain injury