

Committee Recruitment Guidance

This resource includes a set of key questions and considerations to think through in order to ensure a fair recruitment process.

Questions to Ask	Areas to Consider
<p>What are key priority stakeholder groups to have involved in the selection of materials for our school/district?</p>	<p>Potential starting list - teachers, parents, students, and/or community members who are, or are parents/guardians of:</p> <ul style="list-style-type: none"> • Students with disabilities • Emergent bilingual students • Student groups representative of community demographics • Students from low-income backgrounds • Advanced students • Students behind grade level
<p>In the committee recruitment process, how are we recruiting stakeholders from these groups to engage in the committee process?</p>	<ul style="list-style-type: none"> • Create recruitment and informational materials in English as well as other prevalent languages in your community • Create objective criteria to evaluate applications for the committee (if applicable) • Identify and empower opinion leaders who are members of prioritized groups to invite individuals from their networks to apply • Implement multiple communications efforts to attract the interest of a varied group of committee members
<p>Do we have representatives from each of these groups on the committee? Does the committee as a whole reflect our students?</p>	<ul style="list-style-type: none"> • Gather and analyze data related to key priority stakeholder groups as part of creating the committee, whether using a nomination or application process <ul style="list-style-type: none"> ○ Which people/groups are most represented on the committee? ○ Which are not represented (or are underrepresented)? ○ What patterns of participation do you see with respect to age, race, gender, first language, learning ability, etc.?

	<p>Prioritize additional recruitment in priority stakeholder groups that are underrepresented at weekly or monthly checkpoints</p>
<p>Are there barriers that may be preventing specific people from participating in the committee process?</p>	<ul style="list-style-type: none"> • Are the committee meeting times during or after work hours? How does that impact participation? • Is childcare provided? How does that impact participation? • How can we incentivize participation?