

# NEW PUBLICATION RELEASE



PathFinders Unlimited (owner of Second Helping and Cuatro Pasos) is proud to announce the development of a new level of training for family child care providers entitled "Getting it Right the First Time". This curriculum will consist of multiple Modules designed for experienced providers seeking additional training and knowledge – specifically in the areas of leadership development. Each Module will be available for purchase individually – but is also ideal for training classes as a student manual.

The first Module of this series is now completed and is entitled "Association Development". This Module is filled with over 130 pages of wonderful information – including such topics as:

## SECTION 1: PLANNING YOUR ASSOCIATION

What is a Family Child Care Support Group or Association?  
Why Organize a Support Group or Association?  
Types and Benefits of an Association  
Pre-Planning Your Association  
    Developing a Steering Committee  
    Developing a Mission Statement, Goals and Objectives  
    Developing Membership Guidelines  
    Developing Marketing Tools  
    Developing a Budget  
    Developing By-Laws, Standing Rules and Polices & Procedures  
    Nominations Committee  
    Elections  
Get Ready...Get Set...Go! Starting your Association  
Code of Ethics for Association Board Members

## SECTION 2: BOARD DEVELOPMENT

Ingredients for a Successful Association  
Leadership Styles  
Recruitment of Good Leaders  
Training and Mentoring of Leaders  
Communication within Your Association

## SECTION 3: JOB DESCRIPTIONS

Organizational Chart  
Job Descriptions – Officers  
Job Descriptions – Committee Chairs

## SECTION 4: PARLIAMENTARY PROCEDURES

## SECTION 5: BUILDING AND MAINTAINING MEMBERSHIP

Understanding Provider and Association Needs  
Meetings that Attract Members  
Giving Recognition  
Developing Your Marketing Strategy  
Recruiting Members  
Using Evaluations and Surveys

## SECTION 6: CONFERENCE PLANNING

## SECTION 7: ORGANIZATIONAL PLANNING

The Changing Dynamics of Groups  
Strategic Planning  
Financial Planning  
Identifying Rules and Responsibilities of Previous Leaders  
On-Going Leadership Development

*Getting it Right...*



*The First Time!*

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