

# **NATIONAL COUNCIL ON FAMILY RELATIONS**

## **FOCUS GROUPS HANDBOOK**

## TABLE OF CONTENTS

<b>I.</b>	<b>Purpose of Focus Groups</b>	<b>3</b>
<b>II.</b>	<b>Focus Group Governance</b>	<b>3</b>
<b>III.</b>	<b>Focus Group Activities</b>	<b>4</b>
<b>IV.</b>	<b>Focus Group Resources</b>	<b>4</b>



## NATIONAL COUNCIL ON FAMILY RELATIONS FOCUS GROUP GOVERNANCE HANDBOOK

### I. Purpose of Focus Groups

Focus groups in the National Council on Family Relations (NCFR) are viewed as a very important component of the organization. Specifically, they foster common interests at the “grass roots” level of the membership.

### II. Focus Group Governance

- A. An NCFR focus group consists of at least 15 current NCFR members with a specific family interest that is not central to any existing NCFR section or other NCFR focus group. The focus group selects a chair or co-chairs and obtains the approval of NCFR headquarters.
- B. All focus group members must be current members of the National Council on Family Relations (NCFR). Members may elect to join a focus group at any time by logging in at <http://my.ncfr.org> and selecting “Join Focus Groups.”
- C. NCFR focus groups must meet annually at the NCFR annual conference. There is not a minimum number of focus group members required to be in attendance at the annual meetings.
- D. NCFR focus groups may not have a budget or participate in fundraising.
- E. An NCFR focus group is required to submit the following reports to NCFR headquarters yearly: Year-end Report, Focus Group Work Plan, and annual meeting minutes. All forms can be found on the NCFR focus group webpage.
- F. A focus group that abides by the NCFR focus groups governance handbook will:
  - a. be granted a time and space to assemble at the NCFR annual conference;
  - b. have an NCFR sponsored discussion group;
  - c. have a focus group webpage on the NCFR website with assistance from NCFR staff to maintain content on the webpage;
  - d. have endorsed NCFR social media sites.
- G. A focus group may be dissolved, and NCFR headquarters will implement the dissolution, when any of the following occur:
  - a. The number of current NCFR members within a focus group falls below 15 for two consecutive years.
  - b. The focus group does not meet at the NCFR annual conference for two consecutive years.
  - c. The focus group does not submit the required reports for two consecutive years.
  - d. The focus group votes to recommend its own dissolution. (Appendix D – Dissolution of an NCFR Focus Group)
    - i. Note: Prior to the focus group being dissolved, the members of the focus group will be notified via the focus group discussion group and given a six-month (6 months) opportunity to reorganize.

### **III. Focus Group Activities**

- A. Network and develop opportunities for professional collaboration
- B. Collaborate on annual conference submission proposal ideas. Research presented at the NCFR annual conference must go through the formal submission and review process.
  - 1. Formal conference presentations may not be given at focus group meetings
  - 2. Presentations given at NCFR focus group meetings will not be listed in the NCFR annual conference program
- C. Share ideas regarding teaching practices
- D. Share ideas regarding journal submissions
- E. Share professional resources
- F. Develop mentoring programs
- G. Recognize exceptional scholarly work related to the topic of the focus group. Awards will be certificates only and will be presented at the annual focus group meeting.
- H. Undertake projects on behalf of NCFR in conjunction with NCFR staff.

### **IV. Focus Group Resources**

- A. Focus group webpage and other social media sites – NCFR communications manager, [tripsullivan@ncfr.org](mailto:tripsullivan@ncfr.org)
  - 1. All focus groups will have a webpage available to them and assistance from NCFR headquarters in setting up and updating the webpage with focus group resources.
  - 2. All focus groups will have endorsed NCFR social media sites available to them.
- B. Focus group discussion groups – NCFR member relations manager, [membership@ncfr.org](mailto:membership@ncfr.org)
  - 1. All focus groups will have a discussion group available to them. NCFR members who wish to join the focus group and be subscribed to the discussion group will need to sign up on <http://my.ncfr.org>
- C. Focus Group Surveys – NCFR member relations manager, [membership@ncfr.org](mailto:membership@ncfr.org)
  - 1. If you would like to survey your Focus Group members regarding meeting ideas or other topics for discussion, please contact the NCFR member relations manager for assistance.
- D. Focus Group Governance – NCFR member relations manager, [membership@ncfr.org](mailto:membership@ncfr.org)
  - 1. All Focus Group governance questions (example; annual reports) should be addressed to the NCFR member relations manager
- E. Focus group annual meetings – Cindy Winter, NCFR conference consultant
  - 1. All questions dealing with the scheduling of focus group annual meetings should be addressed to [cindywinter@ncfr.org](mailto:cindywinter@ncfr.org).
- F. NCFR executive director, Diane Cushman, may be contacted at [dianecushman@ncfr.org](mailto:dianecushman@ncfr.org).