

## Elgin Partnership for Early Learning

### Executive Committee Co-Chair Responsibilities

#### Structure

Executive Committee will be led by two co-chairs, nominated from within the membership. Co-chairs will serve two year terms. These terms will be staggered to ensure that the Executive Committee has one returning and one new co-chair each year.

The co-chairs will divide up the responsibilities that come along with the position at the outset of a new chair starting, the co-chairs will relate their division of responsibility and plan for the work flow to the Executive Committee members within four weeks of election of co-chairs.

#### Areas of Responsibility

Co-chairs will lead the Executive Committee in the discharge of their duties and responsibilities to the Collaboration. The minimum duties and responsibilities of the Executive Committee are outlined below. The co-chairs will utilize this template to ensure that each Executive Committee responsibility is assigned to one co-chair for monitoring. The work of monitoring may include:

- tracking performance of the Committee against a duty,
- ensuring the responsibility/duty is included in the agenda for discussion and work of the Committee,
- preparing for the agenda item including research and distribution of materials to advance discussion

| <b>Executive Committee Duty/Responsibility</b>                                                                                                                                                                                                                                                                | <b>Co-Chair Monitoring Assigned</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Meet at least 6 times per year                                                                                                                                                                                                                                                                                |                                     |
| Participate actively in resource development to support the work to achieve the goals of EPEL                                                                                                                                                                                                                 |                                     |
| Provide input into the hiring and firing of the EPEL leadership position.                                                                                                                                                                                                                                     |                                     |
| Maintain an Internal Review Committee for the purpose of offering input and support for supervising and evaluating the performance of the Collaboration Director; this Committee will be made up of three Executive Committee members, including a standing seat for the chief executive of the fiscal agent. |                                     |
| Approve, monitor and evaluate the annual and long term strategic plans for EPEL                                                                                                                                                                                                                               |                                     |
| Approve the establishment of new subcommittees                                                                                                                                                                                                                                                                |                                     |
| Approve the annual budget                                                                                                                                                                                                                                                                                     |                                     |
| Approve any expenditure exceeding the annual budgeted amount by more than \$1,000                                                                                                                                                                                                                             |                                     |
| Approve any grant requests of over \$10,000 per year that are submitted to any unit of government, organization or foundation to support the work of EPEL                                                                                                                                                     |                                     |

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| Each member will serve in one subcommittee or liaison role, linking the work of EPEL in the community back to the Executive Committee |  |
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Co-chairs will work with the Collaboration Director on the leading and managing of the meeting specifics and functioning of the Executive Committee.

| <b>Area of Co-Chair Work</b>                                                      | <b>Co-Chair Assigned</b> |
|-----------------------------------------------------------------------------------|--------------------------|
| Maintain meeting schedule                                                         |                          |
| Review meeting agenda                                                             |                          |
| Convene meetings, distributing meeting materials                                  |                          |
| Lead Executive Committee meeting                                                  |                          |
| Monitor time and need for consensus acknowledgement or vote                       |                          |
| Review and distribution of meeting summary                                        |                          |
| Ensure timely sharing of programmatic and fiscal reports                          |                          |
| Track Subcommittee reports and ensure timely distribution and review of progress  |                          |
| Review Executive Committee member participation                                   |                          |
| Monitor membership and slate for members, call for ad hoc Governance as necessary |                          |
| Maintain Executive Committee member description                                   |                          |

Other considerations for the Co-Chair Responsibility document:

Co-chair assigned to Collaboration group as whole?

Co-chairs assigned to areas of work by focus or topic area? Consider dividing up current work plan goals by co-chair to ensure monitoring/implementation is clearly assigned?