

**Elgin Partnership for Early Learning
Executive Committee Position Description
Spring 2014**

The Executive Committee position description outlined herein is supported by EPEL's Charter and specifics for carrying out the work are covered in the Operating Procedures.

I. Membership - Defining levels of membership of the EPEL collaboration

The Elgin Partnership for Early Learning Collaboration membership includes multiple levels of participation; stakeholders that are Collaboration members fall into several categories:

Tier I – Executive Committee members, Subcommittee members, Parent Council members. Individuals and organizations in Tier I represent those who are critically involved in systems serving young children and their families including schools, hospitals/health care, social services, early learning and child care programs, family support programs, government, faith based community, higher education and issue area funders.

Tier II – Community stakeholders invested in the work of the Elgin Partnership for Early Learning from a less direct perspective. These stakeholders may include elected officials, business leaders, the chamber of commerce, and community members.

II. Composition of Executive Committee

The EPEL Executive Committee will have up to 13 voting members, be reflective of the diversity of the community and collaboration and be comprised of stakeholder groups and systems serving families of young children in Elgin. Membership will consist of one representative, ordinarily, from each of the following organizations or stakeholder entities:

- Gail Borden Public Library
- Grand Victoria Foundation
- Kane County Health Department (linkage to the AOK)
- Parent Council Representative
- U-46 School District
- United Way of Elgin
- EPEL Collaboration Director (ex officio)

Two representatives from each of the following systems serving the Elgin community: Health, Mental Health, Nutrition; Early Learning and Child Development; Family Support and Leadership. One at-large seat to be named by the Executive Committee membership

Executive Committee is charged with ensuring that its membership meets the definitions outlined above. Membership in Executive Committee is captured on the approved slate, which is presented to the Committee for adoption annually, or on additional instances as necessary.

III. Term, Vacancies and Participation

Executive Committee members will serve for renewable, thirty-six month terms. At each annual meeting of the Executive Committee, the members whose terms then expire may be elected for a thirty-six (36) month term.

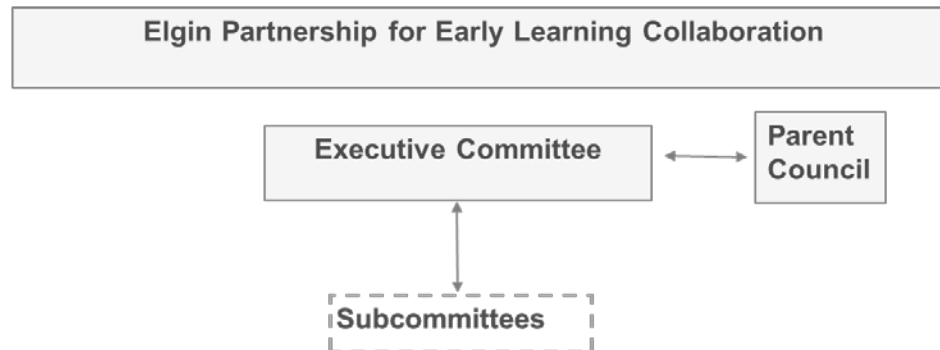
Any vacancy occurring in the Executive Committee by reason of the resignation, death, removal, disqualification, or otherwise may be filled by the Executive Committee from the candidates presented by the ad hoc Governance Committee.

Whenever any member fails to attend three (3) regularly scheduled consecutive meetings of the Executive Committee, the Committee may declare the position vacant.

IV. Structure and Leadership

Executive Committee will utilize ad hoc or sub groups to initiate or advance specific areas of the Collaboration work. These groups will have clear directives and timelines, with membership populated from the current Executive Committee members, and report back to full Executive Committee. Each Executive Committee member will serve on one standing Subcommittee of the Collaboration.

Executive Committee will be led by two co-chairs, nominated from within the membership. These co-chairs will work with the Collaboration Director on the leading and managing of the meeting specifics, as well as leading the Executive Committee in the discharge of their duties and responsibilities to the Collaboration. 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.



V. Duties and Responsibilities

- Meet at least 6 times per year
- Review meeting agenda and materials in advance of the Executive Committee meeting, offer additions to the agenda created by the co-chairs and Collaboration Director
- Lead agenda items as appropriate to areas of responsibility or ad hoc/Subcommittee roles
- Review and come prepared to discuss standing report items from the Subcommittees and the programmatic, fiscal and fundraising reports from the Collaboration Director
- Volunteer for minute taking at an Executive Committee meeting, a responsibility which rotates throughout the membership. The Collaboration Director supports minute taking and will review the draft before sending to the full Executive Committee.
- 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 over \$10,000 per year that are submitted to any unit of government, organization or foundation to support the work of EPEL
- Each member will serve in one subcommittee or liaison role, linking the work of EPEL in the community back to the Executive Committee
- Work directly with the Executive Committee co-chairs and the Collaboration Director to implement and monitor the work of the Collaboration

- Respond regarding meeting attendance at least one week prior to a meeting date, in order to ensure levels of participation necessary for robust collaboration work

VI. Consensus Decision Making

Decision making will occur at Executive Committee meetings, which may be held in person or telephonically. In all areas of decision-making, members will strive to reach agreement by consensus. Through consensus, we are not only working to achieve better solutions, but also to promote the growth of community and trust. Executive Committee members commit to education and training on the role of consensus decision making, as well as sharing this decision making model through leadership development activities with the Parent Council, Subcommittees and the Collaboration members at large. Additional information on consensus decision making is available at <http://www.consensusdecisionmaking.org/>

Any act ratified by a consensus of the Executive Committee shall be the act of the Collaboration. At a point where consensus cannot be reached, the Executive Committee will call for a vote. Each Executive Committee member shall be entitled to one (1) vote on each proposition submitted to vote. An effort will be made for items that may require a vote to occur during in person meetings; when necessary, the Executive Committee is authorized to vote during a telephonic meeting or via email, under such circumstances where immediate or timely approval or disapproval of a proposal is required.