



## ROLE DESCRIPTIONS

### ROLE OF THE GENERAL MEMBERSHIP

The Children's Council of Skagit County brings representatives from child/parent serving organizations and community members together to empower and enrich the lives of young children and their families in Skagit County. We achieve this by actively networking and sharing resources to ensure families have the tools necessary to have the best possible start. General Membership shares ideas and insights from their perspective to make sure there is non-duplication of services as well as cooperative and complementary support services for families with young children in Skagit. The Council uses data for decision making, evidenced based practice strategies as program choices, and on-going evaluation. In addition, the Council works collaboratively with other community partners to bring needed services to Skagit County and to raise awareness of the value of early supports for families. Council members can promote these opportunities by attending trainings and community meetings, encouraging others to attend, participating in Action Teams and committees, and by sharing information. General membership is no cost to participants.

### VOTING RIGHTS

Organizations/agencies who have had representation at three Children's Council meetings in the past twelve months can agree to become a member agency with voting rights by completing a membership form. To maintain agency voting status, there must be representatives from your agency who collectively attend a minimum of three meetings in a twelve-month period. There is one vote counted per represented agency.

### CHILDREN'S COUNCIL LEADERSHIP

The Children's Council Board is responsible for setting, agreeing to, and following the agenda for the monthly Council meetings, as well as leading strategic planning efforts. All members of the board are Council leaders and are voting members in good standing. As leaders, board members are responsible for setting a positive, proactive, inclusive, equitable, and productive tone for the Council and its role in the community. Board members are expected to have a high level of understanding and involvement of the projects, in terms of goals, objectives, contract requirements, growth and outreach activities. Board members should model "active involvement" in the Council's work by their willingness to participate in Council efforts and activities.

### BOARD ELIGIBILITY AND COMPOSITION

To be eligible for a board position, an individual must attend at minimum three meetings in a twelve-month period. To maintain board eligibility, an individual must maintain a 50% attendance rate of Children's Council meetings in a twelve-month period.

Board Composition will consist of no more than 15 members. The board shall seek to include members representing the following categories, taking into consideration geographic and demographic reach.

- Public Health
- Childcare
- Preschool /Transitional Kindergarten
- School-age (district)
- Library
- Children's Museum
- United Way
- Early Intervention
- Prenatal-Three
- Parent Engagement
- Tribal EL
- Child Welfare
- Parent Education
- Health care
- Child Mental Health

## **BOARD ROLES – Appointed Members, serving a rotating two-year term**

### **Chair, Seat 1**

Term: Minimum 2-year commitment, elected on odd years

Time Commitment: 5 hours monthly

General Meeting (1.5 hours), Board Meeting (1.5 hours), Meeting prep and tasks (2 hour)

Duties:

- Facilitate the General Council monthly meetings. In the event they are unable to facilitate a meeting, they will arrange for other members of the Executive Board to preside at each meeting in the following order: Chair-Elect, Secretary, & Treasurer
- Report to the full Council on Executive Committee and/or Board decisions and recommendations
- Signatory for official Council documents
- Is responsible for all media relations for the Council with assistance from the coordinator.
- Provide feedback to United General District 304 for the coordinator's performance evaluation

### **Chair-Elect, Seat 2**

Term: Minimum 2-year commitment, elected on odd years

Time Commitment: 3.5 hours monthly

General Meeting (1.5 hours), Board Meeting (1.5 hours), Meeting prep and tasks (.5 hour)

Duties:

- Perform Chair responsibilities when the Chair cannot be available
- Rotate into Chair position at the end of the Chair's term
- Assist with new member orientation

### **Secretary, Seat 3**

Term: Minimum 2-year commitment, elected on even years

Time Commitment: 4 hours monthly

General Meeting (1.5 hours), Board Meeting (1.5 hours), Minutes and paperwork (1 hour)

Duties:

- Keep records of CCSC actions, including taking minutes at meetings, filing/posting/uploading of copies of minutes, and assuring that records are maintained

### **Treasurer, Seat 4**

Term: Minimum 2-year commitment, elected on odd years

Time Commitment: 3.5 hours monthly

General Meeting (1.5 hours), Board Meeting (1.5 hours), tasks (.5 hours)

Duties:

- Assist in the preparation of the budget
- Help develop fundraising/grant writing plans
- Make financial information available to members and the public

### **Past Chair, Seat 5**

Term: 2-year commitment directly following their term as Chair

Time Commitment: 3 hours monthly

General Meeting (1.5 hours), Board Meeting (1.5 hours)

Duties:

- Support and mentor Chair and Chair-Elect

### **NWELC Representatives, Seat 6 & 7**

Term: Minimum 2-year commitment, Seat 6 elected on even years, Seat 7 elected on odd years

Time Commitment: 3 hours monthly, with additional 1.5 hours quarterly

General Meeting (1.5 hours), Board Meeting (1.5 hours), NWEL Quarterly meetings (1.5 hours)

Duties:

- Represent the Children's Council at the NWELC meetings

### **Membership Lead, Seat 8**

Term: Minimum 2-year commitment, elected on even years

Time Commitment: 4 hours monthly

General Meeting (1.5 hours), Board Meeting (1.5 hours), membership orientations/tasks (1 hour)

Duties:

- Welcome guests and acknowledge new members at meetings
- Review current membership roster
- Invite and recruit attendees to the general Council meetings
- Facilitate membership orientation with the coordinator

## **BOARD ROLES – Elected Positions, serving a rotating two-year term**

### **Coordinated Access Point Lead, Seat 9**

Term: Minimum 2-year commitment, elected on odd years

Time Commitment: 4.5 hours monthly, with additional 1 hour quarterly

General Meeting (1.5 hours), Board Meeting (1.5 hours), Action Team meeting (1 hour), prep/follow up (.5 hours), quarterly Help Me Grow meeting (1 hour)

Duties:

- Recruit and convene members for the Coordinated Access Point Action Team meetings
- Assist in the development of the goals, strategies and outcomes related to your Action Team
- Collaborate with other Action Team leads and the Board on the development of the HMG System to ensure equity and cohesion

### **Family & Community Outreach Lead, Seat 10**

Term: Minimum 2-year commitment, elected on even years

Time Commitment: 4.5 hours monthly, with additional 1 hour quarterly

General Meeting (1.5 hours), Board Meeting (1.5 hours), Action Team meeting (1 hour), prep/follow up (.5 hours), quarterly Help Me Grow meeting (1 hour)

Duties:

- Co-Facilitate Family & Community Outreach Action Team meetings with the Family Resource Center Advisory Board meetings
- Assist in the development of the goals, strategies and outcomes related to family and community outreach
- Collaborate with other Action Team leads and the Board on the development of the HMG System to ensure equity and cohesion

### **Child Health Provider Outreach Lead, Seat 11**

Term: Contracted Position filled by our Physician Champion

Time Commitment: As outlined in the Statement of Work

Duties:

- Recruit and convene members for the Child Health Provider Outreach Team meetings
- Assist in the development of the goals, strategies and outcomes related to your Action Team
- Collaborate with other Action Team leads and the Board on the development of the HMG System to ensure equity and cohesion

### **Childcare Lead, Seat 12**

Term: Minimum 2-year commitment, elected on odd years

Time Commitment: 4.5 hours monthly, with additional 1 hour quarterly

General Meeting (1.5 hours), Board Meeting (1.5 hours), Action Team meeting (1 hour), prep/follow up (.5 hours), quarterly Help Me Grow meeting (1 hour)

Duties:

- Recruit and convene members for the Childcare Action Team meetings
- Assist in the development of the goals, strategies and outcomes related to your Action Team
- Collaborate with other Action Team leads and the Board on the development of the HMG System to ensure equity and cohesion
- Optional: attend statewide Childcare workgroup meetings

### **Data & Analysis Lead, Seat 13**

Term: Not an elected position - fulfilled by Skagit County Public Health Epidemiologist

Time Commitment: 4 hours monthly, with additional 1 hour quarterly

General Meeting (1.5 hours), Board Meeting (1.5 hours), data review/analysis (1 hour), quarterly Help Me Grow meeting (1 hour)

Duties:

- Review and analyze data collected across the HMG system
- Develop measures (indicators / outcome measures) for each framework area
- Present data to the Board for review and discussion
- Assist with the development of data reports
- Collaborate with other Action Team leads and the Board on the development of the HMG System to ensure equity and cohesion

### **Equity Lead, Seat 14**

Term: Minimum 2-year commitment, elected on even years

Time Commitment: 4.5 hours monthly, with additional 1 hour quarterly

General Meeting (1.5 hours), Board Meeting (1.5 hours), Statewide Equity meetings (1.5 hour), quarterly Help Me Grow meeting (1 hour)

Duties:

- Assist the board with the adoption of frameworks, tools, and strategies that would assist with embedding equity in the local HMG system
- Attend statewide Equity Learning Network meetings - Last Thursday of the month from 12-1:30pm
- Collaborate with other Action Team leads and the Board on the development of the HMG System to ensure equity and cohesion

### **Policy & Advocacy Lead, Seat 15**

Term: Minimum 2-year commitment, elected on odd years

Time Commitment: 4.5 hours monthly, with additional 1 hour quarterly

General Meeting (1.5 hours), Board Meeting (1.5 hours), Action Team meeting (1 hour), prep/follow up (.5 hours), quarterly Help Me Grow meeting (1 hour)

Duties:

- Recruit and convene members for the Childcare Action Team meetings
- Assist in the development of the goals, strategies and outcomes related to your Action Team
- Collaborate with other Action Team leads and the Board on the development of the HMG System to ensure equity and cohesion
- Optional: Attend statewide Policy & Advocacy Learning Network meetings