

Policy ID:

Title: *Board Members Roles and Responsibilities*

Policy: Members will be aware of their role and responsibilities to the Board they serve.

Procedures:

Members will be provided with a copy of this policy during their initial Board orientation and the policy will be reviewed annually.

Full Board Responsibilities

- Interpret the scope of responsibilities of the Early Childhood Iowa Area as set by Iowa Legislation.
- Create and promote the organization's identity including the development and support of the organization's mission.
- Establish the mission of policies to support the legislative intent.
- Administer funds from the state making sure that money is being spent in a responsible manner, including the approval of a budget that is fully understandable and regular review of income and expenses through acceptance of a monthly financial statement.
- Ensure that interest on earnings from the community Early Childhood Iowa funds be used for services in the community plan.
- Award contracts and request funding proposals.
- Develop and implement the community plan with identified priorities, based on community assessments, which address human service, education and health needs to support the children and their families to reach desired results.
- Evaluate the outcome of community plans.
- Assure wide community input as part of all procedures by forming standing communities, task groups and focus groups.
- Assign tasks to committees as appropriate.
- Ensure that the annual report is submitted each fiscal year by September 15 to the Iowa Early Childhood Iowa Board and to local governing bodies in the Early Childhood Iowa area.
- Develop a plan to continue community efforts to support children and their families within the Early Childhood Iowa area.
- Assume other responsibilities established by law or administrative rule.
- Use data to make informed funding decisions.
- Make sure the organization is well managed including the authority to hire and fire a coordinator, ensuring that the coordinator has what she/he needs to do the job, and is supported, held accountable, and evaluated on a regular basis.
- Operate in accordance with the Cedar/Jones ECI By-Laws and Policies and Procedures.

Individual Board Member's Responsibilities:

- Attend all meetings of the Board, including assigned committees and task forces. Notify the Director of any absences in advance, if possible.

- Thoroughly review the agenda and all background support material and come to all meetings prepared to contribute to the discussion of issues and business to be addressed.
- Serve on at least one committee.
- Represent the area board in a positive and supportive manner.
- Keep the board chairperson informed about any community concerns or issues that are relevant to this board.
- Recognize conflicts of interest between position as a board member and personal and professional life. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which a conflict exists.

Effective Date: 5/23/12

Approved by: Cedar/Jones ECI Board