

**San Miguel, Delta, Ouray, Montrose ECC
Operating Agreements
April 8, 2008**

Ground Rules

- 1- Proposed agenda presented at beginning of meetings
- 2- Start and End on time
- 3- Agenda item is completed by a brief check-in with each group member to ensure equal input
- 4- Check out assumptions with group
- 5- Avoid Interruptions
- 6- Avoid Digressions, Be thorough and concise
- 7- Refrain from side conversations
8. Explain Acronyms
9. No picking on male because he is male

Membership

The ECC is an open council and attendance at meetings is open to any interested party. ECC voting membership includes those whom the local county determines their 2 voting members will be from Montrose, Delta, San Miguel, and Ouray. Membership and Voting will be reviewed at the end of the state fiscal year, June 30, 2008.

Responsibilities

Council

Per state legislation the ECC is responsible to be the final decision-makers on the following:

- 1 Selection of Fiscal Agent
- 2- Governance decisions of mission/vision, board membership and terms of board, bylaws
- 3- Goals, Activities and Outcomes for the ECC

Additional duties and/or decisions of the Council include:

4. Recruit and Promote membership and participation in the ECC
5. Identify and articulate gaps and needs in the 4 domains and 8 goal areas
6. Utilize the ECC listserv and meetings to share EC networking information

Coordinator

Coordinator responsibilities will include those outlined in the coordinator job description. The Coordinator will report to the full board and the fiscal agent on budget related issues. The coordinator job description includes:

- Recruit and partner to build community collaboration among early childhood entities
- Attend monthly statewide ECCLA meetings and participate in phone/web meetings
- Attend relevant meetings and trainings of state wide early childhood coalitions/groups
- Facilitate quarterly Early Childhood Council meetings
- Develop and maintain data on local ECC providers
- Provide up-to-date information of ECC community resources and methods of access.
- Plan, coordinate and manage statewide grant proposal including budget management, quarterly reports, maintain records and collect data for program evaluation
- Facilitate and coordinate training, project and public awareness activities

Involvement in R&R

Advocacy role and liaison for providers and potential providers

Governance

Through June 30th, 2008, the Council will be served by a governed by a Chair, Carol Phelps

At the end of June, when council has had more time to meet and develop as a group, Chair and Co-Chair responsibilities will be clarified and positions will be filled. Secretary positions are identified and filled as follows:

Secretary: to be voted on for the next fiscal year

Responsibilities – Record minutes during meeting then pass on to coordinator who will type them up and distribute to ECC members

Treasurer: Cathy James until next fiscal year

Responsibilities – Work with ECC coordinator to ensure compliance with budget as well as identify additional funding sources as available. Present budget to ECC as requested by the Council.

Decision Making and Communication

1-Agendas and documents will be emailed to council members prior to meetings. Council members unable to attend meetings may provide comments in advance and the council will take these into consideration.

2- Timeframes will be identified for presentation and discussion of agenda items. The member or sub committee bringing an item to the agenda will be responsible to identify that timeframe and facilitate the conversation during the council meeting.

3- During Council meetings, at the end of discussion a motion can be made to vote, table or further investigate the item.

4- A minimum of 8 council members is needed to take a vote on an item and a simple majority is required to pass a motion. The Council agrees that phone and email voting are acceptable formats.

Mission Statement

The Bright Futures Regional Childhood Council is a coalition dedicated to providing leadership, innovation, influence, and resources to ensure our Region has a high quality early childhood system.

By-Laws

To be developed