

## Iowa River Valley Early Childhood Area Board

### Board Member Responsibilities

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#### Full Board Responsibilities

- Interpret the scope of responsibilities of the Early Childhood Iowa Area as set by Iowa Legislation
- Establish the mission of policies to support the legislative intent
- Properly administer funds from the state
- 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 area
- Develop a plan to continue community efforts to support children and their families within the empowerment area
- Assume other responsibilities established by law or administrative rule
- Use data to make informed funding decisions
- Request funding proposals and award contracts

#### Individual Board Member's Responsibilities:

- Attend all meetings of the Board, including assigned committees and task forces. Notify the Board Chairperson 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
- Consider serving 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
- Follow Roberts Rules in meetings and comply with the open meetings law
- Use data to make informed funding decisions
- Assist in the recruitment of new board members

*Adapted from the State Early Childhood Iowa Board Tool Y.*

*10.12.11*