

<b>ECI Purpose and Guiding Documents</b>	<b>Document Number:</b>	<b>1.0</b>
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**Policy:** Early Childhood Iowa Stakeholders Alliance shall collectively develop purpose and guiding documents that provide clear articulation of the purpose and direction of the ECI Stakeholder Alliance. These documents shall articulate organizational purpose, vision, guiding principles, key messages, core beliefs, values statement, and mission statement. All policies and procedures should support the purpose and intent of Iowa Code (Chapter 256I.12) and the ECI-SA’s bylaws.

**Purpose:** To ensure orderly, deliberative and democratic functioning of the ECI Stakeholder Alliance and its constitutive entities so it can carry out its mission. Iowa Code allows for the ECI-SA to determine its own rules of procedure and operating provisions, except as otherwise provided by law (Chapter 256I.12.8).

**Definitions:**

- Purpose Statement: A succinct articulation of what the ECI Stakeholder Alliance does.
- Vision Statement: A succinct articulation of what the State of Iowa should look like if the ECI Stakeholder Alliance fulfilled its mission.
- Guiding Principles: A list of beliefs that the ECI Stakeholders identify as fundamental to inform how the organization is structured and operates.
- Key Messages: Succinct articulations of ideas and the validation of those ideas that assert the ECI-SA’s viewpoint and advance the mission and strategic purposes of the organization. They are intended as communication tools that have a desired effect on a target audience.
- Core beliefs: A list of concepts about children, families and systems that shape the priorities and actions of the ECI-SA,
- Values Statement: A succinct articulation of the concepts the ECI-SA holds in high esteem and expects to be held accountable to
- Mission Statement: A succinct articulation of why ECI-SA exists and its reason for being

**Procedures:**

The ECI Stakeholder Alliance is based on a set of essential documents or statements that define its purpose, its desired results, its work and the principles and practices on how it works. It is governed by agreed on principles and ethical standards which are supported by a set of policies and procedures that allow the organization to operationalize these principles and standards into conduct and action that lead to the successful development of a comprehensive, integrated early childhood system for the state of Iowa that ensures every child, beginning at birth, is healthy and successful.

It will be the responsibility of the Governance, Planning and Administration Component Group of the Early Childhood Iowa Stakeholder Alliance to convene members to develop policies and procedures as needed or requested by any member of the Stakeholder Alliance to govern the operation of the alliance and its constitutive entities. The policies and procedures will be approved by the Steering Committee

and then adopted by the ECI Stakeholder Alliance. The policies and procedures will govern how the Stakeholder Alliance functions. All policies and procedures must be congruent with the ECI-SA bylaws.

As policies and procedures are written, efforts should be made to review them in light of the purposes and intents of the ECI Stakeholder Alliance as determined by the Iowa Code (Chapter 256I.12) and the ECI-SA bylaws, including the duties and responsibilities assigned to State Advisory Committees in federal law (42 USC 9801, Section 642B). Policies and procedures should support the purposes, duties, and responsibilities assigned to this entity by state and federal law, and improve its efforts and functioning to fulfill these purposes, duties and responsibilities.

Responsibilities:

Governance, Planning and Administration Component Group as specified in procedures.

Revision History