

<b>ECI Stakeholder Alliance</b>  <b>Organizational Structure</b> <b>Membership Orientation</b>	<b>Document Number:</b>	<b>2.1.2</b>
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**Policy:** To ensure that all members, especially at the beginning of their membership, understand the purposes of the ECI Stakeholder Alliance, its structure and functions, the roles of individual members and how the Stakeholder Alliance advances the early childhood system –building work in the state, an orientation will be held on at least an annual basis for members that addresses these issues. New members will be encouraged to attend the orientation.

**Purpose:** Assure that an orientation process is included as a part of being a member of the Early Childhood Iowa Stakeholder Alliance.

**Definitions:**

NA

**Procedures:**

**Annually host an orientation session adjacent to a Stakeholders Alliance Meeting.  
 Create/host an orientation webinar that will be recorded and available on the ECI website. The link to this webinar will be added to the ECI Commitment form.**

**Responsibilities:**

The orientation will include at a minimum: an ECI Overview, roles and responsibilities of ECI Alliance members, ECI Structure – high level, overview of each of the component groups, meeting schedule, acronyms, bylaws, website, meeting structure for the Alliance meetings.

**Revision History**