

<b>ECI Stakeholder Alliance Organizational Structure</b>  <b>ECI Stakeholder Alliance</b>  <b>Individual Member Roles and Responsibilities</b>	<b>Document Number:</b>	<b>2.1.3</b>
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**Policy:** The individual members of the Early Childhood Iowa Stakeholders Alliance (ECI-SA), who have officially joined, are responsible for understanding and carrying out their roles and responsibilities as Alliance members as included in these policies and in the ECI-SA bylaws.

**Purpose:** For the ECI-SA to provide quality guidance to Iowa's early childhood system individual members of the Alliance must be engaged and provide consistent input. To ensure this engagement individual roles and responsibilities for ECI-SA's individual membership have been developed.

**Definitions:**

**Procedures:** To measure engagement, attendance will be taken at all ECI SA meetings (see 2.3.2). Members will determine their individual capacity to contribute to the early learning systems development efforts of the ECI SA. Various opportunities will be provided, both during ECI SA meetings and outside ECI SA meetings, for individual members to represent their local areas or sectors, and to provide insights, trends, information or guidance to the activities and priorities of the ECI SA.

**Responsibilities:**

- Attend ECI SA meetings regularly.
- Review ECI SA meeting agendas and minutes whether attending ECI SA meetings or not.
- Complete meeting evaluations.
- Complete individual or organization membership commitment form.
- Represent the ECI SA to the member's organization or agency.
- Represent the ECI SA at the local level or within the member's sphere of influence. Communicate information, resources, updates, trends and movement relevant to the ECI Strategic plan and other early childhood system building activities and programs to individuals and entities at the local level.
- Gather information or insights from the local level or from other parts of the early childhood system regarding trends, barriers and successes with respect to early childhood system development and communicate these ideas, insights or suggestions for system improvements with the larger ECI SA.
- To the extent possible become an active member of at least one ECI SA component group.

**Revision History**