

ECI Stakeholder Alliance Organizational Structure	Document Number:	2.1.4
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Organizational Roles and Responsibilities	Revision Date:	
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Policy:

- The roles and responsibilities of the Early Childhood Iowa Stakeholder Alliance (ECI-SA) are those described in the ECI Stakeholder Alliance bylaws under Stakeholder Alliance “Duties.” All the activities of the ECI-SA should be informed and aligned to these duties.

Purpose:

- The Stakeholder Alliance needs a commonly understood reason for being which is supported by statutory authority and by the bylaws of the ECI-SA. Understanding what tasks are to be performed is essential for informing individual members of what they are expected to do as they act collectively.

Definitions:

Roles are defined as the assumed functions or part played by the Alliance when it acts collectively. The functions are defined by the duties from the ECI-SA bylaws.

Responsibilities are defined as the expectations for what the Alliance will assume it will accomplish. The implication is that the ECI-SA must be proactive to identify the work that needs to be accomplished to address the responsibilities and to perform the necessary functions to carry out that work.

The *duties* of the ECI-SA, according to the ECI-SA bylaws include:

- To serve as the state advisory council required Head Start Act of 2007 which includes a) conducting a statewide needs assessment at least every five years, updated annually; b) developing recommendations regarding the establishment of a unified data collection system for early childhood development programs and services; c) developing recommendations regarding statewide professional development systems for early care, health, and education providers; d) assessing the capacity and effectiveness of two- and four-year public and private institutions of higher education in the state for supporting the development of early childhood educators; and e) making recommendations for the implementation and advancement of the state’s early learning standards.
- To coordinate the development and implementation of an ECI-SA strategic plan based on the needs assessment.
- To assist in the assignment and execution of responsibilities across agencies and other entities to achieve ECI-SA strategic goals.
- To identify opportunities for and barriers to collaboration and coordination among federally funded and state-funded early care, health, and education programs and services, including collaboration and coordination among state agencies responsible for administering such programs
- To work to develop public/private partnerships to support the early childhood system.

- To enhance collaboration and coordination of early care, health, and education services with other entities, including but not limited to the following services: early childhood education and development, health care, oral health, mental health care, welfare, child protective services, community environment, early literacy services, reading readiness programs, services relating to children with special health care needs, nutrition and physical activity, services for dual language learning children and children experiencing homelessness, and services provided by child welfare agencies.
- To provide advice and recommendations to leadership of the executive branch and general assembly on programs and services that affect children ages zero through five and their families.

Procedures:

1. The Stakeholder Alliance will review at least annually with its membership the duties as defined by the ECI-SA bylaws. The review will include an audit to determine that the ECI-SA is carrying out all its assigned duties.
2. The duties will be presented as part of the orientation (see 2.1.2).
3. When agenda items are determined for regularly scheduled ECI-SA, it will be determined if they are consistent with the defined duties of the ECI-SA.
4. When action steps from the ECI-SA strategic plan are developed or changed, it will be determined if those actions are consistent with the defined duties of the ECI-SA.

Responsibilities:

To fulfill its duties as defined in the ECI-SA bylaws.

Revision History