

ECI Stakeholder Alliance Organizational Structure	Document Number:	2.1.5
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Policy: The ECI Stakeholder Alliance shall meet no fewer than two times a year in such locations as deemed appropriate.

Purpose: To encourage cross-sector participation of stakeholders from all geographic regions of the state, in order to facilitate communication, develop consistent messaging and gather valuable input on emerging issues related to early childhood.

Definitions:

“Shall meet” will be defined as in-person meetings.

“Such locations as deemed appropriate” will be defined as those locations chosen by the Steering Committee and reasonably accessible to participants throughout the state.

Procedures: Meeting dates, times and locations shall be determined by the Steering Committee. Dates and times shall be announced at least thirty (30) days in advance; location shall be announced at least fourteen (14) days in advance.

The Steering Committee should take into consideration factors that influence Stakeholder participation, including accessibility of meeting location, reasonable travel time, likelihood for poor weather conditions, etc. When feasible, meetings should be held in conjunction with other early childhood activities such as Day on the Hill and professional development opportunities.

When input is requested from Stakeholders at other times throughout the year, the Steering Committee may request participation via electronic methods including conference calls, webinars, surveys, etc.

Responsibilities: The Steering Committee and ECI staff shall be responsible for coordinating logistics for Stakeholder Alliance meetings, including room reservations, technological needs, agenda, presentations, handouts, notification to Stakeholders, etc.

Revision History