

<b>ECI Purpose and Guiding Documents</b>  <b>Steering Committee</b> <b>Roles and Responsibilities</b>	<b>Document Number: 2.2.2</b>
	<b>Effective Date: 5/8/12</b>
	<b>Revision Date:</b>
	<b>Revision Number:</b>
	<b>Page Number:</b>
	<b>Approval Date: 5/8/12</b>

**Policy**

The ECI Stakeholder Alliance (SA) shall operate with a Steering Committee.

**Purpose:**

The Steering Committee to provide leadership, organize, manage, and coordinate the activities of the ECI SA and the component groups. The steering committee shall serve as the ECI SA between SA meetings.

**Definitions:**

**Procedures:**

All binding votes of the ECI SC require a quorum be present. A majority of the current established members constitutes a quorum. Votes are passed by a majority vote of those present.

**Responsibilities:**

The steering committee’s duties shall include the following:

- Identify and discuss information and issues to be addressed by the ECI SA;
- Establish the framework for overall ECI SA business, including the calendar of meetings and the agenda for ECI Stakeholder Alliance meetings;
- Facilitate, through the Early Childhood Iowa State Board, the implementation of memoranda of agreement among the state agencies to promote system development and integration, and to clarify the roles and responsibilities of partner agencies;
- Advise and promote to the agency representatives on the Early Childhood Iowa State Board interagency collaboration activities including but not limited to the following:
  - a. Align all state departments’ activities with the ECI SA strategic plan.
  - b. Integrate program development and state agency coordination.
  - c. Work with the lead agency in building public/private partnerships.
  - d. Collaborate with other departments and with private-sector service providers as necessary to ensure seamless and comprehensive services.
  - e. Support and align the Early Childhood Iowa Web site with other agencies and improve Web communication.
- Provide organizational, management and coordination support as needed for the activities of the ECI SA and its component groups.

The steering committee may act on behalf of the ECI SA as necessary, and shall report on their activities at each ECI SA meeting as well as post their minutes on the Early Childhood Iowa website. All actions taken by the steering committee makes shall be reported back to the ECI SA.

**Revision History**

Adopted by the ECI Stakeholder Alliance – May 8, 2012