

## Early Childhood Council Role Definitions DRAFT 12/22/2009

<b>Create Internal Capacity</b>		
<b>Role</b>	<b>Definition</b>	<b>Examples</b>
<b>Council Governance</b>	These are the EC Council structures and processes that manage the effective and efficient operations of both Councils and their staff.	<ul style="list-style-type: none"> <li>• Organizational structure charts</li> <li>• Role clarity, decision-making, bylaws, operating principles</li> <li>• Personnel systems &amp; support,</li> <li>• Meeting agendas and processes</li> <li>• Stakeholder engagement</li> <li>• Internal policies such as conflict of interest and impasse procedures</li> </ul>
<b>Communication Mechanisms</b>	Specific tools Councils use to provide information to and between various stakeholders and to facilitate communication between system partners.	<ul style="list-style-type: none"> <li>• E-mail, websites, listserv</li> <li>• Newsletters</li> <li>• Online groups</li> <li>• Conference calling and technology use to support communication and stakeholder participation</li> <li>• Social media including interactive information sharing, user centered web design, blogs, and wikis</li> </ul>
<b>Assessment</b>	An appraisal of a community's needs and resources. There are a wide variety of data sources that may be accessed and analyzed by a community when performing an assessment. These data sources include demographics, child and family well-being, resources available across domains, family input on what is desired or needed, and community readiness. Community assessments typically are completed every 3-5 years to correspond with strategic planning cycles.	<p>Systems data related to how the elements (programs, services, stakeholders, decision makers) function to support a coordinated comprehensive early childhood system.</p> <ul style="list-style-type: none"> <li>• Community profile</li> <li>• Child and family well being data</li> <li>• Data specific to programs and services across domains</li> <li>• Systems coordination, collaboration and integration data</li> </ul>
<b>Evaluation</b>	Analysis/reporting of the collected data in order to determine the effectiveness and/or future direction of the Council strategies and activities. Data collection includes the tracking of inputs, outputs and outcomes that are connected/correlate with strategic plan goals and objectives.	<p>Ongoing review of progress and revision using evaluation data such as:</p> <ul style="list-style-type: none"> <li>• Quarterly reports</li> <li>• Participant data in professional development</li> <li>• Pre and post data</li> <li>• Annual reports on progress</li> </ul>
<b>Strategic Planning</b>	A formalized process for council staff and members to determine and articulate a Council's course of action for a given period of time – typically 3-5 years. Strategic plans typically address all three levels of Council roles; creating capacity, building foundations, and impacting services. A strategic plan's focus may emphasize one particular level	<p>Council strategic plans include:</p> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Mission</li> <li>• Goals/objectives</li> <li>• Strategies</li> </ul>

	depending on the developmental stage of a Council.	<ul style="list-style-type: none"> <li>• Steps</li> <li>• Outputs</li> <li>• Outcomes</li> <li>• Timelines</li> </ul>
<b>Resource Development</b>	Activities intended to increase the types and amount of support available to achieve a Council’s goals and objectives.	<ul style="list-style-type: none"> <li>• Grants</li> <li>• Fundraising events</li> <li>• In-kind donations</li> <li>• Staff development</li> <li>• Council member development</li> </ul>
<b>Sustainability</b>	The degree to which plans & resources developed by a council can be used to support activities that enable the Council to maintain its functionality. This includes capacity and infrastructure development as well as resource diversification and stability.	<ul style="list-style-type: none"> <li>• Coordinator transition plans</li> <li>• Formalized procedures such as by-laws</li> <li>• Membership and accounting rules</li> <li>• Braided funding and funding diversification</li> </ul> <p><i>Note: Also, please see “Fund and Invest” definition.</i></p>
<b>Fiscal Management</b>	The processes & procedures utilized to maintain effective oversight of funds received and controlled by the Council.	<ul style="list-style-type: none"> <li>• Grant management</li> <li>• Fiscal reporting activities</li> <li>• Monthly financial reviews</li> <li>• Contract and sub-grant management</li> <li>• Accounting and book keeping systems</li> <li>• Audits and financial reviews</li> </ul>

## Build Foundations

Role	Definition	Examples
<b>Fund &amp; Invest</b>	Activities aimed at increasing the community’s effectiveness of and/or expansion of investment in components of the local early childhood system; the complement to resource development.	Support community efforts to identify, acquire, leverage and maximize resources: <ul style="list-style-type: none"> <li>• Local grants given by the council, acting as fiscal agent</li> <li>• Ballot initiatives</li> <li>• Collaboratively advocating to elected officials around early childhood funding issues</li> <li>• Fiscal modeling, economic impact studies, economic development</li> <li>• Incubating programs to address identified gaps</li> </ul>
<b>Change Policy</b>	Activities focused on creating new, or identifying and changing existing, local or state-level policy to support a more effective and efficient early childhood system.  <i>Note: This does not include the internal operating policies of</i>	Help build coalitions to influence early childhood policies and advocate for change: <ul style="list-style-type: none"> <li>• Advocating for changes in government policies; CCCAP, TANF, Child Welfare, Head Start, Health regulations</li> <li>• Efforts to educate and impact state level legislation</li> <li>• Working with municipalities on zoning and other early</li> </ul>

	<i>the Council such as, personnel, and conflict of interest. Internal operating policies are considered part of Council Governance under Create Internal Capacity.</i>	<p>childhood related work</p> <ul style="list-style-type: none"> <li>• Seek waivers of state regulations to address identified barriers when appropriate</li> <li>• Developing a community definition of quality</li> </ul>
<b>Build Public Engagement</b>	Activities designed to inform and involve the identified stakeholders and/or general public in early childhood and systems building.	<p>Develop branding, marketing materials, public awareness activities and public engagement campaigns.</p> <ul style="list-style-type: none"> <li>• Education and raising community awareness about the importance of early childhood</li> <li>• Convene community forums on special topics of interest</li> <li>• Create an engagement campaign to establish a tax initiation to fund Early Childhood supports and services</li> </ul>
<b>Shared Accountability</b>	An intentional community process by which community members share responsibility for the supports and services for young children and their families including agreement on the outcomes of those services.	<p>Establish shared vision and accountability across the community.</p> <ul style="list-style-type: none"> <li>• Identify, collect and share data on local needs to guide the development of a community-based strategic plan which addresses all four domains</li> <li>• Track and regularly report progress on identified goals from the community-based strategic plan</li> <li>• Establishment of common standards</li> <li>• Sharing of evaluation results across stakeholders</li> <li>• Joint strategic decision making</li> </ul>
<b>Generate Education &amp; Leadership Opportunities</b>	<p>Work undertaken for the express purpose of developing and implementing programs/activities to educate council staff, stakeholders, community members, and champions about the importance of an early childhood systems approach and to support development of the leadership and other skills needed to do systems building.</p> <p><i>Note: This is different from implementation of professional development for direct service providers that are focused on increasing the quality of services provided to families and young children.</i></p>	<p>Promote early childhood leadership and professional growth opportunities</p> <ul style="list-style-type: none"> <li>• Speakers' bureaus</li> <li>• Facilitation skills trainings</li> <li>• Participation in leadership trainings such as the Chamber of Commerce local leadership programs and Family Leadership Training Institute</li> <li>• Provide support to strengthen existing services across all four domains</li> </ul>

## Impact Services

*Note: The role of councils in impacting services is first and foremost to provide the forum through which partners can collaborate to increase and/or improve early childhood services for families and children.*

<b>Role</b>	<b>Definition</b>	<b>Example</b>
<b>Quality</b>	Activities designed to improve programs and services available to families and young children across all four domains.	Activities that improve quality across all four domains: <ul style="list-style-type: none"> <li>• Implementing a quality rating system</li> <li>• Quality improvement projects</li> <li>• Professional development for direct service providers,</li> <li>• Consultation, mentoring, coaching</li> <li>• Cross domain linkages such as ABCD development screening implementation</li> </ul>
<b>Access</b>	Activities designed to increase families' ability to secure early childhood services across all four domains.	Activities that expand and support more efficient access to services across domains: <ul style="list-style-type: none"> <li>• Colorado Child Care Assistance Program (CCCAP)/Head Start (HS)/Early Head Start (EHS) partnership to create full day full year services with continuity of care,</li> <li>• Co-locating mental health providers in pediatric offices</li> <li>• Medical home initiatives</li> <li>• Activities that increase number of child care providers accepting CCCAP reimbursements</li> </ul>
<b>Equity</b>	Strategies undertaken to ensure that all families and young children have equal opportunity to participate in responsive, culturally appropriate services.	Activities that increase the responsiveness of supports and services to meet diverse needs: <ul style="list-style-type: none"> <li>• Increase availability of parenting materials in multiple languages</li> <li>• Activities designed to address the specific, identified needs of particular segments of the population (e.g. Hispanic community, immigrant communities, geographically isolated communities, and socioeconomic groups)</li> <li>• Use of appropriate assessment tools and family involvement in service delivery systems.</li> </ul>

*Purpose: This reference document supports common understanding of terms used to describe the role of Early Childhood Councils. This document is to be used in its entirety to support understanding of council roles. If you have additional input please contact [wendy.watson@state.co.us](mailto:wendy.watson@state.co.us).*