

Roles & Responsibilities

December, 2015 updated April 2016

Board of Directors

- Advance common agenda as part of collective impact
- Ensure/assess successful execution of contract with ELD, meeting required outcomes
- Adopt Strategic Plan aligned with State contract and community needs, ensuring equity focus utilizing the Equity Lens
- Adopt annual budget to implement Strategic Plan
- Provide budget and fiscal oversight
- Approve grant proposals
- Advocate with public policy makers
- Promote sector integration; eliminate barriers to collaboration
- Declare conflicts of interest
- Oversee Unification activities
- Oversee development and implementation of the Community Messaging Plan

MPELH, Inc. Staff

- Oversee and guide implementation of Strategic Plan
- Convene stakeholders to develop shared measurements, common strategies and aligned activities
- Collect and analyze data to evaluate progress toward shared goals
- Promote continuous communications among stakeholders
- Serve as primary contact with Early Learning Division
- Reinforce focus on equity in programs, projects and initiatives
- Work with Board in identifying and securing public and private funding
- Guide process to build public awareness of and engagement in early learning
- Provide leadership in development and implementation of the Community Messaging Plan

Regional Implementation Team (to be established January 2016)

- Foster systems coordination and collaboration among sectors and partners
- Advise ED on strategy design and implementation plans in accordance with the board-approved budget limits
- Evaluate progress toward implementation of Strategic Plan
- Ensure regional and equity focus for Hub and among partners
- Advise board on budget development
- Advance resource development including braiding, blending, grants and other funding opportunities
- Identify and promote partners' mutual reinforcing activities that help achieve the Hub's goals and metrics
- Oversee data collection and metrics analysis to evaluate progress toward common goals; recommend changes as needed to achieve outcomes
- Define relationship with Action Teams
- Develop strategies to engage all families and caregivers in early learning

Executive Committee

- Provide advice to the Board on issues facing and the direction of ELH
- Guide Board execution of Unification report recommendations in partnership with the ED
- Serve as a sounding board for ED
- Conduct annual evaluation of ED

- Address personnel issues as needed

Parent Advisory Committee

- Provide input to the Board and the ED on activities that should be undertaken to accomplish the goals of the Hub
- Provide input on Strategic Plan
- Help evaluate results of Hub activities and recommend adjustments as needed
- Provide guidance in the overall implement strategies to engage all families and caregivers in early learning

Collective Action Teams

- Provide input on Strategic Plan
- Advance action to achieve goals and implement Strategic Plan
- Evaluate outcome data and recommend changes in services and initiatives as needed to achieve metrics
- Implement strategies to engage all families and caregivers in early learning