

Early Childhood Coalition of the Greater Helena Area Charter
August 31, 2016

The Early Childhood Coalition of the Greater Helena Area is an initiative of United Way of the Lewis and Clark Area (UWLCA), and, therefore, complies with the by-laws and decisions of the Board of Directors of the UWLCA as outlined in the agreement dated August 19, 2016.

Purpose/Mission

With the focus on the whole child, we promote community collaboration to network resources and streamline services in support of the health, safety, care and education for children ages 0-8 and their families in the greater Helena area.

Membership

Any person or organization is welcome to be a member of The Early Childhood Coalition (ECC) of the Greater Helena Area if they have an interest in early childhood, young children and their families in our community. Active membership is defined as attending general meetings, participation on committees, and/or assisting the ECC with its projects and activities (e.g., annual EC events, information distribution). Membership will be diverse and representative of the 12 sectors of community. These are youth, parents, business community, media, schools, organizations serving early childhood population, law enforcement, religious or fraternal, civic or volunteer groups, healthcare professionals, state and local government agencies with early childhood expertise, and any other organizations involved in early childhood.

Decision-Making

Decision-making is done through consensus, which involves the Leadership Team discussing an issue until everyone is comfortable with the decision.

Leadership Team (LT)

- Will be led by a chair and a vice-chair.
 - These positions will be filled by people currently on the LT.
 - The term of duty for each of these positions will be two years with the possibility of renewal, if elected.
 - Candidates will be brought forward in August.
 - Elections will take place in October.
- Meetings will occur bi-monthly (starting in August and ending in June).
- Monitors the work of the ECC using the strategic plan as a guide.
- Provides ECC representation on the UWLCA President’s Council Education and Health Task Forces.
- A representative from the LT will serve on every committee, not necessarily as the chair.
- Is comprised of between 7 and 9 members.
 - Non-attendance for more than 3 consecutive meetings will result in removal from the LT.
- Members are selected through a consensus vote of the LT.
 - Members of the LT should come from organizations that serve young children and families. The LT should also include parents and business and community leaders with a passion for improving the lives of young children and their families.
 - Staff (e.g., the Community Impact Coordinator) are non-voting members
- Will recruit replacements for departing members.
- The UWLCA Community Impact Coordinator is the assigned staff for the ECC. Staff will complete meeting notes and distribute to ECC LT and general Coalition; update the ECC website with meeting notes; will assist the LT and the ECC to achieve goals outlined in the Strategic Plan; will organize LT and ECC meetings to include agendas and notes; and serve as the liaison between the ECC and UWLCA.

Chair Roles

- Works with ECC Coordinator to set the agenda and facilitates meetings of the ECC Leadership Team.
- Starts and ends meetings on time.
- Encourages participation in discussion.

- Keeps discussion and business on track with agenda.
- Calls special meetings as the need arises.
- Carries out other duties as assigned.

Vice-Chair Roles

- Assumes the duties of the chair when called upon to do so.
- Carries out other duties as assigned by the Chair.

Committees

- Standing committees include: Early Care and Education, Family Support and Services, and Advocacy.
- Ad hoc committees can be initiated based on need.
- Execute the ECC Strategic Plan through committee Action Plans.
- Report progress to ECC Leadership Team.
- May have a chair, as desired.

Meeting Frequency

- ECC LT meetings will be held the first Tuesday of every other month unless changed by LT consensus.
- General ECC meetings will be held the second Monday of the month, except July, unless changed by ECC LT consensus.
- Committees shall meet as necessary to perform their functions.

Information Sharing

- ECC LT and ECC general meetings are open meetings.
- ECC LT and general meeting notes are taken by staff and/or designee.
- Staff distributes meeting notes to respective parties via email.
- ECC LT and general meeting notes are available on the ECC website the week following the last meeting. The posting of notes will be communicated to the LT and the general membership upon posting.

Decision Making

- A quorum, defined as **51%** of the voting body, must be present. Electronic voting is acceptable, but no proxy voting is allowed.
- Consensus will be used in decision making.
- If consensus is not reached, the following options will be considered:
 - 1.) Move to parking lot
 - 2.) Perform additional work and/or seek additional information
 - 3.) Seek external help

Logistics

The finalized ECC LT charter will be made-accessible on the ECC website, ecchelena.org

Amendments

This is a living document that can be amended by ECC LT consensus.

Addendums

UWLCA Initiative Letter of Agreement will be added to this document when finalized and approved by the ECC Leadership Team and the UWLCA Board of Directors.