

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 9:30 a.m.

Respectfully submitted,

Tom Peer, Chair
TP/lt

DRAFT



Early Learning Coalition of IRMO

ACTION ITEM

Action Item: 2016-17.03

Date: 12/6/16

Subject: Board Recruitment & Orientation

Background Information

In accordance with the Bylaws, Article VI, the Executive Committee has the responsibility for recruiting new board members and conducting new board member orientation.

Florida statutes requires more than one-third of the board membership to be comprised of private sector members and maintaining consistent compliance has been challenging on several occasions, which has placed the Coalition on conditional approval for non-compliance with the School Readiness Plan in addition to findings during monitoring of Governance by OEL.

Considerations

Consider adding in the Bylaws, "CEO may recruit board members". In accordance with the Bylaws, board membership is recommended by the Executive Committee with final approval by the full Board.

Consider delegating in the Bylaws, "CEO to conduct board orientations as needed", to meet orientation timelines set by the Executive Committee April 7, 2015.

Proposed Action

At the November 17, 2016 Board Meeting, it was recommended the Bylaws/Personnel Committee review the current procedure.



Early Learning Coalition of Indian River, Martin & Okeechobee Counties Job Description

Title: Executive Director

Status: Exempt – 12 Month Position

Reports to: Coalition Chair and the Executive Committee

SUMMARY OF RESPONSIBILITIES:

This position requires a broad knowledge of program planning, community level strategic planning skills, leadership and ability to analyze and resolve complex social issues. The position requires significant skills in the areas of problem analysis and resolution, consensus building, group facilitation, strategic planning, management/leadership, finance, program planning, and contract management. The Executive Director will report to the Coalition Chair and the Executive Committee as the chief executive in charge of operations.

DUTIES AND RESPONSIBILITIES:

- Plans, develops and recommends to the Board policies and programs which will further the objectives of the Coalition. Executes all decisions, contracts, commitments as delegated by the ELC Board of Directors.
- Develops, implements and administers a comprehensive service delivery plan for programs funded by the state of Florida intended to enhance all children's readiness to enter kindergarten and/or participate in Voluntary Pre-kindergarten program.
- Recommends methods for improving/increasing early learning services to pre-school children and parents of pre-school children.
- Provides leadership and direction to all staff to ensure that the mission and goals of the Coalition are effectively carried out while assuring that the standard of professionalism identified by the Board is maintained.
- Prepares, maintains, and submits accurate and appropriate reports describing planning and evaluation activities to the Board and officers on all activities of the Coalition.
- Works cooperatively with Coalition members and staff to assess the community's needs for early education services.
- Ensures fiscal stability of the organization through developing alternative sources of funding, including grants, contracts, and conducting fund-raising activities.
- Prepares and recommends an annual budget to the coalition to insure proper allocation of cost, reasonable and necessary expenses and efficient use of resources consistent with the Office of Early Learning (OEL) guidelines.
- Responsible for fiscal accounting to insure compliance with state and federal requirements under General Accepted Accounting Principles (GAAP)

DUTIES AND RESPONSIBILITIES CONTINUED:

- Develops and implements health promotion programs as necessary. Coordinates coalition education programs and public information services.
- Facilitates and/or participates in community activities, promotes opportunities to market coalition programs, ascertains community needs and accomplishes goals and objectives.
- Hires, supervises and terminates staff based on the job performance and personnel policies adopted by the coalition.
- Develops and operates within an annual budget; is responsible for prudent management of all funds and physical assets.
- Provides training and technical assistance to staff, Coalition membership, contracted providers, community partners, etc. on issues that promote the Coalition's mission and services.
- Performs related work as assigned by the Coalition Chair and the Executive Committee.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with Coalition membership, staff, funders, and the general public.
- Plans, coordinates and controls the daily operation of the organization through the organization's managers.
- Establishes current and long range goals, objectives, plans and policies, subject to Board approval.
- Knowledgeable of community organizations and capable of carrying out programs within the community structure.
- Ability to communicate clearly and concisely, orally and written.
- Competent to represent the organization in a variety of public and professional forums.
- Demonstrates the ability to compile, organize, and analyze data related to early education, child care and school readiness indicators.
- Ability to reach consensus on complex issues. Self-directed, motivated, and ability to effectively manage in a multi-task environment.

QUALIFICATIONS:

Minimum: Bachelor's degree in human services, early education, education, business or related field.

Preferred: Master's degree in human services, early education, education, business, or related field.

EXPERIENCE:

Minimum: Fifteen years management/leadership experience in human service, early education, or related field. Experience in fiscal management of non-profit institutions, supervision of staff, and developing early education or related programs.

Preferred: Prior experience with direct board reporting relationship. Management of multi-million dollar non-profit organizations and public policy experience.

SPECIFIC COMPETENCIES:

Computer literacy in all currently used programs: Microsoft Office XP, Excel, Access, Statewide eligibility tracking systems, community-wide tracking databases.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; and effectively communicate and present information and respond to questions from groups of managers, clients and the general public.

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Job Description Revised: August 2004

Job Description Revised: July 2005

Job Description Revised: April 2006