

Job Descriptions for BVCS Early Childhood Iowa Board Members

Vision: Every child beginning at birth will be healthy and successful.

Mission: To improve the quality of life for children and families by strongly supporting safe environments, lifelong-learning and facilitating a coordinated system for community services.

Geographical Area Served: Buena Vista, Crawford and Sac Counties

Overall Function: The primary function of the BVCS Early Childhood Iowa 3-County Board is to provide strong leadership to ensure quality functioning according to Iowa Code, and Administrative Rules. To be an overseer of the Program Director to assure requirements are being followed.

Reports To: State Early Childhood Iowa Board

Competency Areas necessary to be successful in this position:

| Knowledge | Attributes or Traits | Skills |
|-----------------------------------|------------------------------|--|
| Purpose of Early Childhood Iowa | “People Person” | Collaboration Skills |
| Responsibilities of Local Boards | Lifelong Learner | <input type="checkbox"/> Communication |
| Healthy Child Development | Flexible | <input type="checkbox"/> Facilitation |
| Best Practices to Achieve Results | Strategic Thinker | <input type="checkbox"/> Networking |
| | Ability to see “Big Picture” | <input type="checkbox"/> Advocacy |
| | Attention to Detail | Data Informed Decision Making |

Full Board Responsibilities

- Determine the mission and goals.
- Interpret the scope of responsibilities of the Early Childhood Iowa Area as set by Iowa Legislation
- Develop and ensure policies and procedures to support the legislative intent.
- At a minimum, administer funds from the state.
 - Ensure that interest on earnings from Early Childhood Iowa funds be used for services as set forth by the State Board,
 - Ensure funds are used in appropriate categories,
 - Ensure an annual audit meets the required procedures,
 - Award contracts and request funding proposals.
- Assure wide community input as part of all procedures by forming standing committees, advisory groups and focus groups.
- Assign tasks to committees as appropriate.
- Ensure that reports are submitted on time:
 - Budget submission June 15? Or July 1?
 - Liability Insurance verification August 30.
 - Employer of record agreement August 30
 - Fiscal Agent agreement August 30
 - Local contract template August 30
 - Annual report performance measures in Qualtrics (Iowa’s Integrated Data System (i2d2). Mid-Year February 26 and Year-End August 30.

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- Annual Report local board area approved financial report September 15.
- Other mandatory reports:
 - Monthly Fiscal Tracking Spreadsheet upload by the 30th of each month.
- BVCS ECI Quarterly reports from contractors by the 10th of Oct., Jan., April, July.
- Develop and implement a Community Plan to continue community efforts to support children and their families within the Early Childhood Iowa area:
 - The community plan with identified priorities, based on community assessments, which address human service, education and health needs to support the children and their families to reach desired results,
 - Evaluate the community plan annually.
 - Use data to make informed funding decisions.
- Monitor the quality of the organization's staff, programs and services.
- Enhance the organization's public image.
- Assess own performance as a board.
- Assume other responsibilities established by law or administrative rule.

Individual Board Member's Responsibilities:

- Attend all meetings of the Board, including assigned committees and task forces.
 - Notify the Program Director/Board Chair of any absences in advance, if possible.
- Thoroughly review the agenda and all background support material and come to all meetings prepared to contribute to the discussion of issues and business to be addressed.
- Consider serving on at least one committee.
- Represent the area board in a positive and supportive manner in your community and to elected officials.
- Keep the board chairperson informed about any community concerns or issues that are relevant to this board.
- Recognize conflicts of interest between position as a board member and personal and professional life. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which a conflict exists.
- Assess the need for professional development to increase knowledge for serving on an Early Childhood Iowa area board.
- Assist in recruiting new board members.



A partner is the Early Childhood Iowa
Statewide Initiative