



Coalition Board Membership Form

Responsibilities of Early Learning Coalitions

Coalitions were created in statute to oversee and improve the readiness and successful outcomes of children birth to kindergarten in the community (F.S. 1002 Parts V and VI). The Governor appoints the Chair and two additional private sector members. A minimum of fifteen (15) and a maximum of thirty (30) may serve on the local Coalition Board.

Board Roles

1. *Establish strategic direction*
2. *Ensure resources are available*
3. *Provide oversight/accountability*
4. *Ensure legal and ethical operations: Government in the Sunshine*

Basic Responsibilities

1. *Determine mission and purpose*
2. *Select, evaluate, and support the executive director*
3. *Ensure effective organization planning*
4. *Ensure adequate resources*
5. *Manage resources effectively*
6. *Determine, cultivate, and strengthen the Coalition's programs and services*
7. *Enhance the Coalition's public standing*
8. *Ensure legal and ethical integrity and maintain accountability*
9. *Recruit and orient new board members and assess board performance*
10. *Provide outreach and advocacy for Coalition's purpose*

Early Learning Coalition Board Member Expectation Statement

- Attend board meetings, special committee meetings, special events as appropriate
- Be knowledgeable and inform of the Coalition's purpose, vision, and overall mission
- Review the agenda and supporting materials prior to the meetings and contribute positively to the discussion
- Become familiar with the Bylaws and follow them
- Recognize that the only employee of the board is the executive director
- The executive director directs the activities of the staff
- Become knowledgeable about the field of early care and education and the importance of quality experiences birth to five
- Serve as an ambassador promoting the work of the Coalition
- Abide by a code of ethics and Government in the Sunshine laws
- Exercise fiduciary oversight by reviewing financial information and asking relevant questions
- Participate in the annual evaluation of the executive director, as required
- Participate in an annual self-assessment for board members

Personal Characteristics Desired

- Ability to analyze and synthesize information, work well in groups and listen to the thoughts and opinions of others
- Willingness to leverage relationships in personal and professional spheres of influence to further the work of the Coalition
- Willingness to work and problem solve with individuals of diverse backgrounds and ethnicity demonstrating mutual respect
- Respect for and adherence to governing laws of the Coalition
- Friendliness, responsiveness, honesty, integrity, and a sense of humor are paramount



Board Membership Form

Please complete and return via mail or e-mail
Early Learning Coalition of Northwest Florida, Inc.
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Marianna, FL 32446
Phone Number: (850) 747-5400
E-mail address: tracey.edwards@elcnwf.org

We encourage you to consider joining us for this important work and complete the information below for submission to our nominating committee.

Last Name: _____ First Name: _____

Employer: _____ Position: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____ Phone Number: _____

(Please circle your response below):

Do you have the flexibility to attend meetings during working hours (8-5)? Yes No

Do you have the flexibility to attend meetings after hours? Yes No

How many hours per month are you able to devote to the Coalition work? _____

What special skills or expertise will you bring to the Coalition Board? (Please list)

Are you currently serving on any other boards? (Please list)

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Are you related to any other Coalition board member, staff, or child care/early learning providers? (Please list)

1. _____ 2. _____

Member/Candidate Signature

Date