

First 5 Placer
Commissioner and Executive Director/Staff Primary Roles and Responsibilities

These guidelines serve to outline Commissioner's general oversight, support and policy-setting roles and Commission staff responsibilities to apply quality management practices in support of the operational aspects of program implementation. These principles are not to be considered as policy, but are meant to supplement Commission By-laws that operationalize Commission practices and further delineate the Commission's culture.

1. Makes strategic policy decisions

Commissioner Role

The Commission is responsible for setting the overall strategic direction for the use of First 5 funds in Placer County. Commissioners act on clearly defined needs and expected outcomes, maintaining focus on strategic goals while obtaining community input. Responsibilities include, but are not limited to:

- a) Approves a county strategic plan that meets all requirements of the California Children and Families Act of 1998.
- b) Obtains ongoing input from the community concerning the needs of families and children 0-5.
- c) Carries out an annual review of the strategic plan and conducts at least one public hearing of the review before adopting revisions.

Executive Director/Staff Role

Commission staff, as led by the Executive Director, supports the Commission's strategic planning efforts and assists with developing and implementing policies adopted by the Commission.

Responsibilities include, but are not limited to:

- a) Organizes strategic and other organizational planning efforts and provides support as requested by the Commission.
- b) Gathers data and community input to assist the Commission in implementing effective policies.
- c) Makes recommendations to the Commission about appropriate policies for consideration.
- d) Supports policy decisions of the Commission and provides staff direction to carry out the work. As necessary, develops more detailed plans/ processes and organizes the resources needed to implement the decisions so that progress is continually made.
- e) Implements compliance procedures and monitors policies to ensure adherence.
- f) Submits the adopted strategic plan and any subsequent revisions to the State Commission.

2. Provides active leadership and advocacy in the community

Commissioner Role

The Commission seeks positive change for young children and their families and will take a visible leadership role in the community. Additionally, the Commission will advocate for the needs of children and families. Responsibilities include, but are not limited to:

- a) Attends public events and meetings to inform the public about the work of the Commission.
- b) Participates in Commission-sponsored activities to gather public input on issues related to First 5.

First 5 Placer
Commissioner and Executive Director/Staff Primary Roles and Responsibilities

- c) Participates in committees of the Commission (evaluation and executive committee)
- d) Makes recommendations regarding appointments to the Commission by the Board of Supervisors.

Executive Director/Staff Role

Responsibilities include, but are not limited to:

- a) Serves as primary point of contact for the community and the Commission.
- b) Participates in community activities to provide input on issues related to First 5.
- c) Organizes and makes recommendations on marketing, media and other local community communication plan efforts and materials and provides support as requested by the Commission in the development of such endeavors.
- d) Prepares Memos to County and coordinates with Clerk of the Board regarding Commission appointments.

4. Provides fiscal accountability

Commissioner Role

The Commission has fiduciary responsibility for the use of First 5 funds. Responsibilities include, but are not limited to:

- a) Administers the moneys in the Children and Families Trust Fund, consistent with the requirements of the Act and the adopted strategic plan.
- b) Conducts an annual public hearing to adopt and hear the State Annual Report.
- c) Maintains a long range financial plan, based on estimates of revenues and expenditures.
- d) Approves an annual budget, detailing planned income and expenditures for the coming fiscal year.
- e) Approves annual report of local data for submission to the State Commission.

Executive Director/Staff Role:

Responsibilities include, but are not limited to:

- a) Prepares a detailed annual budget and long range financial forecast according to guidelines set by the Commission.
- b) Prepares annual report of local data for Commission approval.
- c) Oversees preparation of annual audit.
- d) Assures completion of all statutory requirements.

5. Implements legal and financial responsibility

Commissioner Role

The Commission is responsible for ensuring that Commission funds are used appropriately.

Responsibilities include, but are not limited to:

- a) Complies with state and county conflict of interest requirements.

First 5 Placer
Commissioner and Executive Director/Staff Primary Roles and Responsibilities

- b) Completes Statement of Economic Interest (Form 700) on a yearly basis.
- c) Completes ethics training (AB1234) on a biannual basis.

Executive Director/Staff Role:

Responsibilities include, but are not limited to:

- a) Monitors state and local legislative and regulatory processes in order to communicate the Commission's experiences and positions and to anticipate changes in laws, regulations, and services impacting early childhood development programs.
- b) Completes Statement of Economic Interest (Form 700) on a yearly basis. (key staff)
- c) Completes ethics training (AB1234) on a biannual basis. (key staff)
- d) Coordinates completion and submission of Forms 700 and Ethics Training with appropriate county staff.

6. Provides accountability to the community

Commissioner Role

The Commission ensures that the results of its programs are documented through evaluation.

Responsibilities include, but are not limited to:

- a) Reviews and approves reports of results achieved and actions underway throughout the year.
- b) Issues report on community investments.

Executive Director/Staff Role:

Responsibilities include, but are not limited to:

- a) Organizes and makes recommendations on data collection and evaluation efforts and materials that promote the priorities of the Commission.
- b) Implements effective evaluation efforts and monitors evaluation designs.
- c) Ongoing monitoring of partners and vendors receiving First 5 funds to assure appropriate use of dollars in accordance with terms of contract.

7. Supports the Executive Director to carry out Commission policies

Commissioner Role

Responsibilities include, but are not limited to:

- a) Provides support to the Executive Director and staff in carrying out their professional duties.
- b) Shares relevant information with staff in a timely manner.
- c) Supports administrative and operational aspects of the Commission's work when requested by the Executive Director.
- d) Encourages agencies to communicate with the Executive Director before bringing issues or complaints to the full Commission.

First 5 Placer
Commissioner and Executive Director/Staff Primary Roles and Responsibilities

Executive Director/Staff Role:

Responsibilities include, but are not limited to:

- a) Performs in an effective manner all operational and administrative duties necessary to implement the strategic plan and other decisions of the Commission. This includes day-to-day fiscal operations, contract development and monitoring, public relations, preparing reports and grant applications, interactions with the State Commission, and other such duties required to implement the strategic plan and Commission decisions.
- b) Supports policy decisions of the Commission and provides staff direction to carry out the work. As necessary, develops more detailed plans/ processes and organizes the resources needed to implement the decisions so that progress is continually made.
- c) Presents recommendations and options on issues to be considered by the Commission.
- d) Informs the Commission regarding the status of activities and issues affecting the organization.
- e) Seeks guidance and direction from the Commission.
- f) Provides information to the Commission in a timely and effective manner in order to prepare the Commission to make good decisions.

8. *Fulfills Commission attendance and participation expectations.*

Commissioner Role

Commissioners shall maintain the level of involvement in Commission work necessary to effectively discharge their responsibilities. Responsibilities include, but are not limited to:

- a) Attends Commission and Committee meetings, which includes being prepared for meetings by reviewing materials in advance; participating actively in meetings and making informed voting decisions; notifies Commission staff if unable to attend.
- b) Attends Commission meetings according to By-laws.
- c) Participates in Committees in addition to participation in full Commission activities.
- d) Submit reimbursement requests in accordance with policies.

Executive Director/Staff Role:

Responsibilities include, but are not limited to:

- a) Conducts meetings in compliance with the Ralph M. Brown Act, prepares minutes and tracks Commissioner attendance.
- b) Maintains public records.
- c) Prepares and posts notices regarding Commission seat vacancies, coordinating with the Clerk of the Board.
- d) Files Board memos regarding recommendations of the Commission.
- e) Coordinates reimbursement of allowable expenses of the Commission.