

3-102 Policy and Program Committee Charter

Purpose

The purpose of the Policy and Program Committee (the “Committee”) is to assist the Board in fulfilling its oversight responsibilities related to developing, implementing and monitoring early childhood development and health programs and to contribute to program development and assessment. The Committee’s role may include:

1. Monitoring staff’s development of best practices under each of the Board system priorities identified through strategic planning,
2. Monitoring results and evaluation of program activities and outcomes,
3. Reviewing program standards to ensure they meet the highest quality,
4. Reviewing statewide and regional programmatic strategy development and implementation, and
5. Coordinating with the Finance, Audit and Administrative Committee to ensure alignment between programmatic and fiscal goals.

Membership

The Board Chairperson has the authority to appoint the members of the Committee, which may, but need not, include Board members, and may delegate the appointing authority to FTF staff.

The Board Chairperson may designate the Committee Chairperson and Vice Chairperson. The Committee Chairperson shall be the Committee’s presiding officer. In the absence of the Chairperson, the Vice Chairperson shall preside. If a Chairperson and Vice Chairperson are not in attendance at a Committee meeting, the Board Chairperson or FTF staff shall name an Acting Chairperson.

Meetings

The Committee shall:

1. Meet as often as needed to fulfill responsibilities as charged and
2. Hold and conduct their meetings in accordance with requirements of law.

The Chair shall set the time, date and place of the meetings. Forty percent (40%) of the members of the Committee shall constitute a quorum.

Key Responsibilities

The Committee shall provide oversight of the:

1. Exploration of program ideas and strategies at early stages and serve as a sounding board in assessing proposed plans,
2. Review of ongoing work in selected fields and program results and advise on sensitive matters,
3. Assessment of annual programmatic performance and guide the preparation of a report of the findings to the Board, and
4. Assurance that program policy goals are associated to statewide and regional partnership efforts.

Adopted May 20, 2008
Revised August 31, 2010
Revised April 30, 2013
Revised December 5, 2017