

OUR **COMMUNITY.**
YOUR **LEADERSHIP.**
THEIR **FUTURE.**



Job Description

First Things First regional partnership councils are voluntary local governance bodies responsible for planning and implementing actions to improve early childhood development and health outcomes within a defined geographic area of the state (a region). Regional partnership council members apply, are screened and interviewed, and then are appointed by the First Things First (FTF) Board.

Regional partnership council members provide vision and leadership, as well as local governance and oversight, for the development of programs, services and collaborations to ensure every child, birth through age 5, is healthy and ready to enter kindergarten prepared to learn.

The ideal candidate for regional partnership council membership will possess:

- A passion for ensuring every child has every opportunity to succeed,
- The commitment to excellence in creating healthy, safe and developmentally-appropriate learning environments for young children,
- A belief in the strength of parents, and
- A belief in the value of community collaboration.

Purpose:

Each member of the regional partnership council is an integral part of the leadership team providing direction and vision toward the achievement of the goals of the First Things First within their region. Council members are responsible for conducting the duties as defined under the law (A.R.S. 8-13-1161) and oversee efforts for their region in partnership and with oversight of the FTF Board. Key responsibilities are local governance, strategic planning and advancing the mission of First Things First.

Requirements:

1. Applicants must work or reside in the region.
2. Applicants must provide three suitable references for contact.
3. Applicants must be willing to serve a four-year term on the regional partnership council.
4. Applicants must be able to commit to at least ten hours of work per month, including meeting preparation, committee meetings and regional partnership council meetings.

Applicant Experience and Abilities:

1. Demonstrated ability to work well with others in a diverse setting.
2. Demonstrated ability to work for consensus and to collaborate.
3. Willingness to commit the time required for participation.
4. Ability to share ideas while respecting the views of others.
5. Ability to probe proposals assertively, knowledgeably and purposefully.
6. Ability to analyze proposals clearly and critically.
7. Demonstrated ability to communicate ideas clearly and participate constructively.
8. Ability to understand the fundamental and strategic needs of the region.
9. Evidence of prior experience serving on a business, community or agency governing board is considered helpful, but is not required.

Responsibilities:

1. Act in the best interest of the region's children and residents.
2. Work to engage community participation region wide.
3. Attend all regional partnership council meetings.
4. Prepare for regional council meetings, including review of meeting materials and documents.
5. Attend workshops, member training and any other special meetings scheduled.
6. Promote the mission and goals of First Things First.
7. Oversee the development of the regional needs and assets assessment.
8. Develop and oversee a strategic plan (regional funding plan).
9. Recommend and award grants for funding and service delivery to achieve outcomes established by the FTF Board.
10. Conduct meetings and business according to the policies established by the FTF Board, including but not limited to operating under the requirements of Arizona's Open Meeting Law and Conflict of Interest Law.

Resources:

1. Regional director and support staff to facilitate and support all aspects of the work of the regional partnership council.
2. Regional partnership council orientation, training and technical assistance as needed.
3. Mileage and per diem reimbursement for out-of-town meetings and trainings.

Background

In November 2006, the voters of Arizona passed a statewide ballot initiative that funds a voluntary system of early childhood development and health, establishing Arizona's Early Childhood Development and Health Board known as First Things First. Arizona is now presented with an unprecedented opportunity to create an early childhood system that affords our children an equal chance to reach their fullest potential, provide families with real choices about their children's educational and developmental experiences, and engage every community in sharing the responsibility as well as the benefits of safe, healthy and productive residents. First Things First has established a clear vision and mission to guide its work.

VISION

All Arizona's children are ready to succeed in school and in life.

MISSION

First Things First is one of the critical partners in creating a family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children birth through age 5.

The First Things First governance structure includes both a state level Board and local regional partnership councils. The model combines consistent state infrastructure and oversight with strong community involvement in the planning and delivery of services.

- The First Things First State Board (the Board) consists of nine (9) volunteer members, appointed by the Governor and confirmed by the Senate, and three (3) non-voting/ex-officio members who are State agency (Department of Health Services, Department of Education and Department of Economic Security) directors or appointees. The Board has responsibility for planning and implementing actions that will result in an improved system of early childhood development and health statewide.
- The regional partnership councils are voluntary local governance bodies responsible for planning and implementing actions to improve early childhood development and health outcomes within a defined geographic area of the state (a region). Regional partnership council members apply, are screened and interviewed, and then are appointed by the State Board.

The First Things First geographic regional boundaries were initially established in 2007. The boundaries are reviewed by the Board every two years. Any approved boundary changes are to take effect the following July 1.

Indian tribes recognized by the federal government with tribal lands located in the State of Arizona may:

1. Participate in the designated geographical region or regions in which their tribal lands are located or
2. Elect to have its tribal lands treated as a separate region by the Board. If a tribe so elects, it shall inform the Board by March 1 of any even-numbered year that it wishes to be treated as a separate region for the next two fiscal years.

There are 28 regional partnership councils throughout Arizona:



See page 13 for details of the geographic areas served by each regional council.

You may also visit [FirstThingsFirst.org/regions](https://www.FirstThingsFirst.org/regions) to see a map with each region and other detailed regional information.

Statutory Responsibilities

Each regional partnership council has a variety of responsibilities under the law. Responsibilities defined in A.R.S. Title 8, Chapter 13, Section 1161 are:

- A. Identify the assets available for early childhood development and health programs in its region, including opportunities for coordination and use of other available funding sources.
- B. Identify and prioritize the unmet need for early childhood development and health programs in its region.
- C. Submit a report detailing assets, coordination opportunities and unmet needs to the Board biannually. (The First Things First Board shall have the discretion to approve or reject a regional partnership council's assessment, in whole or in part, or to require revisions.)
- D. Annually develop a regional plan for the expenditure, during the next fiscal year, of funds budgeted by the Board pursuant to 8-1184 to meet the needs identified in its region.
- E. Conduct the approved programs directly and/or make the approved grants pursuant to Section 8-1173.
- F. Increase parents' and providers' access to information about early childhood development and health programs.
- G. May solicit private funds from individuals, corporations and foundations to support its efforts to improve the quality of and access to early childhood development and health programs in its region. The Board must approve any gifts received in response to regional partnership council solicitations.

Composition and Requirements

1. As defined in A.R.S. Title 8, Chapter 13, Section 1162, each regional partnership council shall be made up of 11 members who reside or work in the region. Required membership for regional partnership councils is defined below. While examples are defined, individual applicants may qualify based on experience or a description not specifically included but which are consistent with community norms.
 - **Parent:** Parent of a child age 5 or younger at the time of their appointment to the regional council - including guardians who are the primary care takers of a child age 5 or younger.
 - **Child care provider or preschool provider:** Licensed by the Arizona Department of Health Services, certified by the Arizona Department of Economic Security, authorized by a tribal government or the U.S. Department of Defense or registered with Child Care Resource and Referral.
 - **Health services provider:** Serving children birth through 5 years. This may include, but is not limited to: physicians, nurses, county health department lay-health workers, school nurses, dentists, dental hygienists, registered dietitians, physical therapists, occupational therapists, speech therapists, psychologists or other physical and mental health services paraprofessionals.
 - **Public school administrator:** For the purposes of this requirement, charter schools established pursuant to Title 15 are considered public schools. This also includes tribal community schools and Federal/BIA schools on tribal lands.
 - **Early childhood educator:** Individuals providing early childhood professional development instruction, including but not limited to community college and university level instructors or administrators and other professional development organizations.
 - **Member of the business community:** An owner, officer, CEO or member of the executive management staff of a for-profit or not-for-profit business.
 - **Member of the faith community:** An individual with a voluntary or paid role within the faith community, a traditionalist in a tribal community or other faith-based representation consistent with the community norms and titles.
 - **Member of a philanthropic organization:** A member of the Board of Directors or executive management staff.
 - **Tribal member representative:** A public official or employee of a tribal government. In addition to the specific public official or employee of a tribal government representative, tribal members may also participate in the regional council in any of the other categories listed.
 - **At large representative:** At Large membership is first available to tribal representatives from each tribal nation located in the region. The balance of membership must be a community member who lives or works in the region and who may, but is not required to, represent any of the categories identified above.

2. Members must either work in or reside in the region of the regional partnership council on which they serve.
3. Membership of a regional partnership council should, as much as possible, reflect the cultural, ethnic and geographic diversity of the population of the region.
4. Members of the regional partnership councils shall be appointed by the First Things First State Board. An application and selection process is in place in order to make recommendations to the Board.
5. After 2010, all terms of membership shall run in four-year terms, to begin and end July 1.
 - A. Initial terms of members for each regional partnership council were:
 - Five terms that began April 1, 2008, and ended June 30, 2010.
 - Six terms that began April 1, 2008, and ended June 30, 2012.
 - B. Following the initial terms above, all terms will be four-year terms.
6. Tribal nations included in a region (where a tribe has not selected to have a separate regional partnership council) shall have a representative on the regional partnership council.
7. A regional partnership council with boundaries that include multiple tribal nations shall have a representative from each of the tribal nations included within the regional boundaries.
8. Regional partnership council members may serve on only one regional partnership council at a time.
9. Members of the regional partnership council who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the regional partnership council. A.R.S. 8-1162(c). The full attendance policy is available in the regional governance policy.
10. Regional partnership council members are not eligible to receive compensation. They are eligible for travel expenses and reimbursement for subsistence pursuant to Title 38, Chapter 4, Article 2. Reimbursement shall be paid from the administrative costs account of First Things First.
11. Members of the regional partnership council are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings with approval of a majority of the regional partnership council.

Application, Selection and New Appointment Process

1. The application guide, job description and application for the regional partnership council membership are posted on the First Things First website, [FirstThingsFirst.org/serve](https://www.FirstThingsFirst.org/serve).

If you are unable to complete the online application, please call 602-771-5065 to request a paper application form.

2. Applications may be submitted online, by mail or by fax:
 - a. Application may be made online at [FirstThingsFirst.org/serve](https://www.FirstThingsFirst.org/serve)
 - b. Applications submitted by mail shall be sent to:
First Things First
ATTN: Chief Regional Officer
4000 N. Central Ave., Suite 800
Phoenix, AZ 85012
 - c. Applications submitted via fax shall be sent to: 602-274-6351
3. Applicants may apply for up to two regional partnership councils, one for where they live and one for where they work. If an applicant is submitting an application based on where they are employed, it is for the regional partnership council in which their office resides. If an applicant's work is conducted at multiple sites across multiple regional partnership councils then the applicant must select the appropriate region.
4. Applications must include personal or professional resumé/curriculum vitae from each applicant and three (3) references with contact phone numbers and emails.
5. This is a public application process. Applicants' names may be made available to the public at any time during the process.
6. Pursuant to the Americans with Disabilities Act, First Things First will make reasonable accommodation(s) to persons wishing to serve as regional partnership council members. Persons with a disability selected for interviews may request reasonable accommodation, such as a sign language interpreter, by calling the First Things First offices at 602-771-5065. Requests should be made as to allow sufficient time to arrange the accommodation.
7. Any questions regarding the application should be directed to 602-771-5065.

Screening

First Things First staff screens applications and refers qualified applicants to a nominating committee designated by the regional partnership council. The approach to review and screening includes:

- a. Applications are screened for these required elements: applicant lives or works in the region; applicant meets the required description of at least one of the membership categories and/or is applying as a member at large; applicant has submitted requested references.
- b. Screening and rating for experience, skills and knowledge. A point process is utilized to screen the applications and rank based on knowledge, skills and experience demonstrated on the application. The point categories are aligned with the knowledge, skills and abilities identified in the job description.

The individuals scoring highest in each membership category shall be prioritized and forwarded to the nominating committee for interviews as council openings occur or prior to the beginning of new terms.

Interviewing and Appointment

1. Regional partnership councils will appoint at least three people to serve as a nominating committee. This committee may include regional council members, but should consist, at a minimum, of at least one community representative who is not currently serving on the regional council. The nominating committee is responsible for evaluating applications, conducting interviews of selected applicants, using the standard interview questions developed for this process, and directly recommending appointments to the Board.
2. The interview responses shall be rated, using a point system based on the responsiveness to the interview question, by each person on the interview panel. Following each interview panelists shall form consensus ratings for the interview.
3. Once interviews are completed, recommendations for regional council member appointments are forwarded to the First Things First chief executive officer (CEO) for review. The CEO may request additional recruitment and/or interviews be conducted or submit recommendations to the Board.
4. At the next scheduled First Things First Board meeting, the Board shall consider recommendations and may approve new appointments to regional partnership councils.
5. Newly appointed regional partnership council members shall be notified in writing by the First Things First CEO. Applicants who were interviewed but not appointed will also receive notification. Applications will remain on file for consideration for at least two years.

6. Following notification, new appointees shall:
- a. Sign a *Conflict of Interest Acknowledgment* affirming their commitment and their awareness of conflict of interest issues.
 - b. Complete a *State Service Disclosure Statement* related to potential conflicts of interest; i.e. identify any potential conflict of interest such as investment in, ownership of, or employment with, an organization that may benefit from decisions of the council.
 - c. Complete the *Arizona Department of Administration Volunteer Registration Form*.
 - d. Be provided with a regional council member orientation by First Things First staff.
 - e. Complete required documentation and required training for State of Arizona volunteer service including: I-9 form, public service ethics training, defensive driver training.

Conflict of Interest

According to the First Things First Board policy:

Board members, regional partnership council members and employees of the Board shall comply with the conflict of interest provisions of A.R.S. Title 38, Chapter 3, Article 8. These statutes set the minimum standards expected of public officers and employees who, in their official capacities, are faced with a decision or contract that might affect their direct or indirect pecuniary or proprietary interests or those of a relative. Section 38-503 provides in part:

- A. Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase.
- B. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

Under this law, a Board member, regional partnership council member or Board employee who has a conflict of interest must disclose the interest and refrain from participating in the matter. Board members, members of regional partnership councils and Board employees may find guidance on this subject in the *Arizona Agency Handbook*, which is available on the Attorney General's website.

<https://www.azag.gov/agency-handbook>.

Regional Boundaries Definitions

In addition to the definitions below, you may also visit [FirstThingsFirst.org/regions](https://www.firstthingsfirst.org/regions) to see a map with the regions and access detailed information about each region.

Cochise Regional Partnership Council provides services throughout Cochise County. It also includes all of ZIP code 85602, which crosses into Pima County.

Coconino Regional Partnership Council provides services throughout Coconino County and the tribal lands which include the portion of the Hopi Tribe in Navajo County, the San Juan Southern Paiute Tribe, the Kaibab Band of Paiute Indians and the Havasupai Tribe. It also includes the city of Winslow. The region does not include the city of Sedona in Coconino County, the portion of the Hualapai Reservation or the Navajo Nation in Coconino County, nor the Forest Lakes Community located in Coconino County.

Cocopah Indian Tribe Regional Partnership Council provides services in the communities of the Cocopah Indian Tribe Reservation.

Colorado River Indian Tribes Regional Partnership Council provides services in the communities within the Arizona boundaries of the Colorado River Indian Reservation including the town of Parker, Ariz.

East Maricopa Regional Partnership Council provides services to the communities of Ahwatukee, Carefree, Cave Creek, Chandler, Fort McDowell Yavapai Nation, Fountain Hills, Guadalupe, Paradise Valley, Rio Verde, Scottsdale and Tempe. The ZIP codes associated with those cities are: 85044, 85045, 85048, 85224, 85225, 85226, 85248, 85249, 85250, 85251, 85253, 85254, 85255, 85257, 85258, 85259, 85260, 85262, 85263, 85264, 85266, 85268, 85281, 85282, 85283, 85284, 85286, 85331 and 85377. The region does not include the portion of the Salt River Pima-Maricopa Indian Community.

Gila Regional Partnership Council provides services to Gila County including the communities of Claypool, Globe, Hayden, Miami, Payson, Pine/Strawberry, Roosevelt, Star Valley, Tonto Basin, Winkelman and Young, as well as the Tonto Apache Tribe. The region does not include the tribal lands of the White Mountain Apache Tribe referred to as the Fort Apache Indian Reservation nor the tribal lands of the San Carlos Apache Tribe referred to as the San Carlos Apache Indian Reservation.

Gila River Indian Community Regional Partnership Council provides services on the tribal lands of the Gila River Indian Reservation Community.

Graham/Greenlee Regional Partnership Council provides services within Graham County and Greenlee County. The region does not include the San Carlos Apache Indian Reservation.

Hualapai Tribe Regional Partnership Council provides services in the communities of the Hualapai Tribe Reservation.

La Paz/Mohave Regional Partnership Council provides services within La Paz County, Mohave County and the Arizona portion of the Fort Mojave Indian Tribe. The regional area does not include the Colorado River Indian Reservation, the Hualapai Tribe Reservation or the Kaibab Band of Paiute Indian Reservation.

Navajo Nation Regional Partnership Council provides services throughout the tribal lands of the Navajo Nation within Arizona.

Navajo/Apache Regional Partnership Council provides services in Navajo and Apache counties including the Zuni Reservation. The regional area also includes the unincorporated community of Forest Lakes. The region does not include the city of Winslow or the following tribal lands: Fort Apache Indian Reservation, the Navajo Nation or the Hopi Tribe Reservation.

Northwest Maricopa Regional Partnership Council provides services within the cities of Aguila, El Mirage, Glendale, Luke Air Force Base, Morristown, Peoria, Sun City, Sun City West, Surprise, Waddell, Wickenburg, Wittmann and Youngtown. The ZIP codes associated with those cities are: 85301, 85302, 85303, 85305, 85307, 85308, 85309, 85310, 85320, 85335, 85342, 85345, 85351, 85355, 85358, 85361, 85363, 85372, 85373, 85374, 85375, 85376, 85378, 85379, 85381, 85382, 85383, 85385, 85387, 85388 and 85390. The regional area also includes the portions of ZIP codes 85304 and 85306 within Glendale city limits.

Pascua Yaqui Tribe Regional Partnership Council provides services on the Pascua Yaqui Tribe Reservation in the community of New Pascua.

Phoenix North Regional Partnership Council provides services in the city of Phoenix, north of Thomas Road, and as far north as the county line. At the northern most point, this includes the ZIP code areas of 85086 and 85087, the communities of New River and Anthem. The region does not include the city of Phoenix portions of the following ZIP code areas: 85308, 85310, 85331 and 85254; or the Maryvale area: 85031, 85033 and 85037.

Phoenix South Regional Partnership Council provides services in the city of Phoenix, south of Thomas Road, but also including the communities of Maryvale, north of Thomas (full ZIP code areas of 85031 and 85033 and the city of Phoenix portion of 85037). The region does not include Ahwatukee.

Pima North Regional Partnership Council provides services to the communities of Catalina Foothills, Mount Lemmon, Marana, Oro Valley, Rillito, the City of South Tucson, and the Central and Northern Foothills parts of Tucson, including ZIP codes: 85619, 85658, 85701, 85704, 85705, 85707, 85708, 85709, 85710, 85711, 85712, 85713, 85714, 85715, 85716, 85718, 85719, 85726, 85730, 85737, 85739, 85741, 85742, 85743, 85745, 85748, 85749, 85750, 85755 and the portion of ZIP code 85653 in Pima County. The region also includes Davis Monthan Air Force Base. As of July 1, 2014, ZIP codes 85746 and 85757, previously in the Central Pima region, are part of the Pima South region.

Pima South Regional Partnership Council provides services to Pima South County including Ajo, Amado, Arivaca, Green Valley, Lukeville, Sahuarita, Sasabe, Summit View, Three Points, Vail and Why, and some Tucson ZIP codes. Pima South ZIP codes include: 85321, 85341, 85601, 85611, 85614, 85622, 85629, 85633, 85637, 85641, 85645, 85706, 85735, 85736, 85746, 85747, 85756 and 85757. The region also includes ZIP code 85645 in Santa Cruz County. The region does not include the portion of the Tohono O’odham Nation in Pima County nor ZIP code 85602 in Pima County. As of July 1, 2014, ZIP codes 85730 and 85748 are no longer within the Pima South region and are instead in the Pima North region.

Pinal Regional Partnership Council provides services throughout Pinal County and the Ak-Chin Indian Community. The area does not include the portion of Apache Junction city limits or ZIP code 85120 within Maricopa County, or the tribal lands of Gila River Indian Community, the Pascua Yaqui Tribe Reservation, the San Carlos Apache Indian Reservation or the tribal lands of the Tohono O’odham Nation.

Salt River Pima-Maricopa Indian Community Regional Partnership Council provides services on the Salt River Indian Reservation.

San Carlos Apache Regional Partnership Council provides services in the communities of the San Carlos Apache Tribe located on the San Carlos Apache Indian Reservation.

Santa Cruz Regional Partnership Council provides services to the communities of Santa Cruz County. The region does not include ZIP code 85645 or the town of Amado.

Southeast Maricopa Regional Partnership Council provides services to the communities of Gilbert, Higley, Mesa, Queen Creek and the following ZIP codes in Maricopa County: 85120, 85142, 85201, 85202, 85203, 85204, 85205, 85206, 85207, 85208, 85209, 85210, 85212, 8213, 85215, 85233, 85234, 85295, 85296, 85297 and 85298. The region does not include the portion of Salt River Pima-Maricopa Indian Community, the Gila River Indian Community or the portion of Apache Junction city limits outside of Maricopa County.

Southwest Maricopa Regional Partnership Council provides services within the communities of Arlington, Avondale, Buckeye, Dateland, Gila Bend, Goodyear, Litchfield Park, Palo Verde, Tolleson and Tonopah. The region also includes ZIP codes: 85139, 85322, 85323, 85326, 85333, 85337, 85338, 85340, 85343, 85353, 85354, 85392, 85395 and 85396 in Maricopa County. The region does not include the portion of Tohono O’odham Nation or Gila River Indian Community.

Tohono O’odham Nation Regional Partnership Council provides services throughout the tribal lands of the Tohono O’odham Nation in Arizona.

White Mountain Apache Tribe Regional Partnership Council provides services in the communities of the White Mountain Apache Tribe of the Fort Apache Indian Reservation.

Yavapai Regional Partnership Council provides services in the communities of Yavapai County, including the tribal lands of the Yavapai-Apache Nation. The region also includes the portion of the city of Sedona located in Coconino County.

Yuma Regional Partnership Council provides services to the communities located in Yuma County, including the Arizona portion of the Quechan Tribe of Fort Yuma Indian Reservation. The region does not include the tribal lands of the Cocopah Tribe Indian Reservation.

Updated September 2017