



## **Southeast Vermont Building Bright Futures**

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### **Southeast Vermont Building Bright Futures Regional Council Operating Principles**

#### **NAME**

The name of this organization is Southeast Vermont Building Bright Futures Regional Council, referred to in these operating principles as "SeVT BBF".

#### **VISION AND MISSION**

The vision of SeVT BBF is dedicated to improving the quality of life for young children prenatal to 8 and their families in Southeast Vermont.

SeVT BBF's mission is to:

- Develop collaborative strategies for solving complex social, emotional, economic, and physical problems and challenges facing young children and their families
- Encourage public/private partnerships that maximize the use of limited resources
- Assist early childhood professionals and their allies as they work to shape the futures of young children
- Provide a forum for early childhood professionals and their allies and a voice for our common interests and concerns

#### **AUTHORITY**

SeVT BBF derives its authority from Act 104, an act relating to the Building Bright Futures Council, passed by the Vermont State Legislature on May 12, 2010. SeVT BBF Regional Council is part of the state's Building Bright Futures infrastructure to help "support the creation of an integrated system of early care, health, and education at the local level." This legislation provides a mechanism for the Building Bright Futures State Council to organize Building Bright Future's Regional Councils to strengthen State-Regional early childhood, health and education relationships.

#### **COUNCIL STRUCTURE AND OPERATIONS**

**Council Meetings.** The council shall meet once per month and is open to the public.



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**Membership.** Membership in SeVT BBF is inclusive and open to any individual, agency or organization interested in the vision and mission of SeVT BBF. SeVT BBF strives to create the most diverse, engaged membership as possible. Members are expected to attend and contribute to meetings, lend their time and, at their discretion, make available staff time, expertise and resources of their organization to further the objectives of SeVT BBF. Members have the responsibility to be current with Council operations, including having read materials distributed prior to meetings, as well as notes and briefing materials. Members are encouraged stay informed through various modes of communication on council business and participate in council business decisions during council meetings and events (see “Consensus and Polling” below). SeVT BBF or any of its committees does not have authority to obligate technical, personnel or financial resources of any of the members.

**Regional Council Coordinator.** The Regional Council Coordinator’s charge is to oversee and coordinate council operations. The Coordinator will facilitate and coordinate regional council activities, as outlined by the Scope of Work Guidance document including:

- The promotion of systems change
- Achieve collective impact
- Facilitate public education, outreach and engagement
- Facilitate family engagement

The Regional Council Coordinator is accountable to the Steering Committee and the Building Bright Futures Regions Manager.

- **Steering Committee.** The SeVT BBF Regional Council Steering Committee provides strategic direction, accountability and encourages diverse involvement for the regional council. This includes, but not limited to, proposing regional action strategies (aligned with the state Early Childhood Action Plan), council budgets, events and outreach efforts. Additionally, the Steering Committee shall provide direction to the Regional Council Coordinator as it relates to the Scope of Work Guidance. The Steering Committee shall consist of a minimum of 5 and no more than 8 council members and a quorum shall constitute 50% of the Steering Committee. Steering Committee members will be elected by the full SeVT BBF council and shall occur annually, during the September council meeting. Members will serve for a minimum of 1 year and have the option of being re-elected, for a maximum of three consecutive terms.



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Using consensus and polling (see “Consensus and Polling” below), decisions that impact the work and budget of SeVT BBF shall be first reviewed by the Steering Committee, then brought to the full council for approval.

**Committees.** Committees shall be created by the regional council and open to all members of SeVT BBF as well as other community members interested in the topic. The committees may be standing or ad-hoc.

**Council Budget.** The council budget will be administered by “Building Bright Futures State Council Incorporated” and approved and utilized by SeVT BBF to carry out the work of the regional council. The SeVT BBF Regional Council budget shall be proposed by a committee and/or Steering Committee, reviewed and approved by the Steering Committee and finally reviewed and approved by the full SeVT BBF council (see “Consensus and Polling” below). The budget fiscal year shall follow the same fiscal year as “Building Bright Futures State Council Incorporated.”

**Building Bright Futures Direct Service Grant.** The Building Bright Futures Direct Service Grant (BBF DS) shall be used to supplement the overall efforts of SeVT BBF. A BBF DS committee shall develop an annual workplan that aligns with the SeVT BBF regional action plan and be presented to the full council for approval (see “Consensus and Polling” below). BBF DS funds shall be administered by the local fiscal sponsor, Windham Child Care Association (WCCA). The fiscal sponsor will be the custodian of BBF DS funds and be responsible for receiving and depositing funds and paying bills in a timely fashion. A financial statement shall be presented to SeVT BBF no less than quarterly for its review.

**Removal from Council.** Members may elect to leave SeVT BBF as their time and interests allow. Otherwise, members may be asked to leave SeVT BBF due to a conflict of interest or unauthorized use of SeVT BBF name.

**Consensus and Polling.** Working by consensus is the operational process of the SeVT BBF Regional Council, Steering Committee and Committees. Consensus is understood not as unanimous agreement, but as a process in which all viewpoints are reasonably heard and taken into account in determining whether the level of support expressed for a given action or policy is sufficient to proceed. Agreements and decisions may involve the entire SeVT BBF council, Steering Committee or, Committees. In full Council



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membership meetings, support or lack thereof may be determined by polling each member. The Steering Committee may request that SeVT BBF vote on a policy, operating procedure or initiative. A simple majority of SeVT BBF members **present and voting** is sufficient to carry the vote. If a member feels there is a conflict of interest, the member can abstain from a decision. The member is not obligated to share their reason for abstention.

**Quorum.** SeVT BBF members in attendance at official meetings shall constitute a quorum for transacting business. Proxy ballots will not be allowed.

For the purpose of clarity in formulating SeVT BBF proposals or positions, membership is asked to be mindful of the following:

SeVT BBF is not:

- A competing service delivery organization providing services directly to clients (e.g. communities or businesses).
- Empowered to give commands to its membership. SeVT BBF Regional Council aims to operate by consensus agreement.

### AMENDMENTS TO OPERATING GUIDELINES

**Amendments.** SeVT BBF is governed by these Operating Guidelines, and SeVT BBF may amend these Operating Guidelines and make rules to implement these Operating Guidelines by consensus of the members at a SeVT BBF Regional Council meeting. Operating guidelines should be reviewed annually and any changes or amendments will be conducted annually.

(Approved at the September 9, 2015 SeVT BBF meeting with the revisions noted by members.)



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### **Southeast Vermont Building Bright Futures Steering Committee Roles & Responsibilities Approved September 9<sup>th</sup>, 2015**

The SeVT BBF Regional Council Steering Committee provides strategic direction and accountability, and encourages diverse involvement in the regional council, as stipulated in the council operating principles, approved September 9<sup>th</sup>, 2015. This is not a decision making team. The roles & responsibilities include, but not limited to:

- Ensuring accountability by tracking the work of the council
- Providing direction and supervision to the Regional Council Coordinator, in conjunction with BBF Regions Manager (may be a sub-committee of the Steering Committee)
- Proposing, facilitating or acting as a sounding board for the regional action plan
- Proposing, facilitating or acting as a sounding board for council budget(s)
- Proposing, planning or acting as sounding board for council events
- Assist Regional Council Coordinator to develop monthly council meeting agendas, with direction from Regional Council Coordinator
- Prioritize council activities
- Develop council policies and procedures
- Review Regional Council Coordinator's report and provide feedback, context, and/or direction

### **Elections and Team Membership**

- Minimum of 5 members and maximum of 8 members
- Elected annually during the September council meeting.
- Terms are one year and members have the option of being re-elected, for a maximum of three consecutive terms.