



Caswell County Partnership for Children

Visit: 1084 NC Hwy 86 North, Yanceyville Mail: PO Box 664, Yanceyville, NC 27379
phone: 336-694-1538 fax: 336-694-7666 email: ccp4child@esinc.net
www.caswellchildren.org

COMMITTEES AND RESPONSIBILITIES

Child Care Providers (meets quarterly)

- Provide broad vision and guidance to the Board of Directors and staff regarding the needs and interests of the early childhood community.
- Serve as a key link to stakeholder needs and priorities for early childhood programs.
- Provide an important avenue for outreach and awareness to the early childhood community.
- Provide early childhood programs the opportunity to communicate with and learn from each other.

Evaluation (meets twice per year)

- Oversee and guide program evaluation efforts.
- Review performance of Smart Start programs focusing on progress made accomplishing goals and outcomes.
- Review Smart Start grant applications, evaluate the viability of each proposal, and determine funding recommendations for each proposal to be presented to the Board of Directors.
- Review Smart Start program budgets and determine allocation recommendations to be presented to the Board of Directors.

Executive Committee (meets monthly)

- Carry out specific directions of the board, and take action on policies when they affect the work of the executive committee or when the full board directs the committee to do so.
- Act on behalf of the board on all issues related to CCPFC business between board meetings, with responsibility to report actions to the board for ratification or further board action at the next meeting.
- Address urgent issues, such as resolving an emergency or organizational crisis (e.g., loss of funding).
- Act as liaison to the executive director. Serve as the Personnel Committee with responsibility for conducting the annual assessment of the executive director and determining recommendations regarding the results of the assessment to be presented to the Board of Directors.
- Serve as the Finance and Audit Committees.

NC Pre-K (meets two to three times per year)

- Select a contractor agency to manage and provide oversight for the NC Pre-K Program.
- Develop operational policies and procedures for NC Pre-K services.
- Ensure collaboration and shared responsibility for developing, approving, and implementing the local plan for delivering NC Pre-K services at the community level.
- Ensure NC Pre-K services are implemented based on the existing early childhood service delivery system.
- Ensure service providers in the community with the ability to provide NC Pre-K services have the opportunity to express interest and be considered to serve as NC Pre-K sites.
- Provide ongoing, collaborative advice about local policies and procedures in the implementation of NC Pre-K services.
- Provide oversight for the local program (both programmatic and fiscal).

Planning (meets based on the Strategic Planning process)

- Promote, coordinate, and oversee planning across the organization.
- Facilitate the needs assessments process by identifying and informing the Board of Directors of community needs and service gaps.
- Facilitate discussions about program priorities.
- Oversee new program development.
- Coordinate the development of a strategic planning process by initiating the Board's involvement in establishing a strategic framework or direction and approving and/or assisting in long-range planning.
- Oversee and monitor the implementation of plans to ensure that they are carried out.
- Assist the Executive Director in formulating, advancing, and communicating a vision for the future of CCPFC.
- Identify strategic issues and options through ongoing analysis of CCPFC's internal strengths and weaknesses in relation to its external opportunities and threats.

Youth (meets as needed)

- Oversee new program development for services targeted towards school age children.
- Review performance of the programs focusing on progress made accomplishing goals and outcomes.
- Serve as the local adolescent pregnancy prevention council.