



Protocol
Coordinator's Function

Responsible Committee	Date Last Reviewed
Executive Committee	Revised June 2014

Protocol Description

Basic principles under which the Coordinator will conduct his/her work as staff to the CCPC:

1. The Child Care Planning Council of Sonoma County (CCPC) is a deliberative body which sets the course and agenda for child care planning activities and recommends child care priorities and positions to the County Board of Supervisors and the County Office of Education. In that regard, the CCPC is not directly involved in short term or emergency child care program efforts or in the enactment of short-term funding. The Coordinator will, with appropriate supervision, work to assure that the long range planning and priority setting agendas of the Council are effectively and neutrally carried out.
2. The Coordinator will act as a facilitator and a consensus builder regarding the activities of the CCPC in meetings and Sub-committee activities.
3. He/she will respond to inquiries regarding the activities of the CCPC and is empowered to speak specifically only on those subjects and areas where the Council has agreed upon specific policies, recommendations or action. In areas where the Council does not have a formal agreement, the Coordinator may gather information from the pertinent individuals or agencies and may request that the Council review the establishment of a position in that area.
4. If it is unclear to the Coordinator whether a position has been taken on an issue area, the Coordinator will review the adopted positions and seek counsel from Co-Chairs as to whether a position has been adopted and whether a statement of position is appropriate under the circumstances.



5. The Coordinator must make all reasonable efforts to provide members of the ECE community equal access to information dispersed by the Council. This includes equal provision of information in such areas as priorities for child care, potential grants and financial support.

Supervision

The following guidelines shall constitute the supervisory structure for the Coordinator position:

6. General supervision regarding interactions with the Council is provided by the Executive Committee of the CCPC, and supervision regarding interactions with SCOE is provided by the SCOE Assistant Superintendent of Educational Support Services.
7. The Council Co-Chairs will:
 - a. Provide supervision, support and evaluation of the Coordinator, to facilitate and enable the Coordinator to conduct work activities in the most effective and comprehensive manner. This will be done in collaboration with the SCOE Assistant Superintendent of Educational Support Services.
 - b. Meet regularly with the Coordinator, and be available by email and/or phone, for ongoing consultation regarding Council operations
8. The Coordinator shall have the power to expend funds for office equipment and supplies without further approval up to \$200.00. The Coordinator will receive approval from the Council Treasurer and /or Co-Chairs for expenditures in excess of \$200.00.
9. The Coordinator shall directly supervise additional staff hired to administer the day-to-day operations of CCPC. The Coordinator conducts performance evaluations for other CCPC staff.

General Council Operations

10. The Coordinator will keep the Executive Committee and the full Council apprised of relevant activities and operational issues.
11. Council Members will submit all requests for Council staff work assignments to the Executive Committee prior to requesting assistance from staff.
 - a. If a Council Member goes directly to the Council staff to make a work request



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without prior approval of the Executive Committee, then Council staff will review the request with both Co-Chairs.

- b. The Co-Chairs will discuss the work request with the Council Member, and if appropriate, the co-chairs will delegate the request to the Council staff.
 - c. If Council staff is only able to reach one of the co-chairs, Council staff will also review the work request with another member of the Executive Committee.
 - d. If the two members of the Executive Committee are unable to resolve the issue, the work request will be brought to the next Executive Committee meeting for review.
12. The Council will retain the capacity to choose those meetings or activities where the Coordinator will work as the Council's representative.
 13. The Coordinator will introduce himself/herself at meetings either as a representative and staff of the Council or in the alternative, as a private individual.
 14. The Council staff shall circulate all relevant mail and email received to Council members as appropriate.
 15. Staff will only send e-mailing and postal mail that relate to the Council's mission and purpose.
 16. The Council shall provide staff development and training activities and/or workshops on issues related to the Coordinator's duties. Such activities will be included in budget planning at the beginning of each fiscal year.