



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Protocol
Decision-Making Responsibilities

Responsible Committee	Date Last Reviewed
Executive Committee	Revised 9/14

Protocol Description
<p>CCPC decision-making responsibilities shall be designated as follows:</p> <p><u>Coordinator</u></p> <ul style="list-style-type: none"> • Oversee daily activities of Council, including program management and staff supervision • Make budgeting recommendations to Finance Committee • Make credit card expenditures up to \$200, within approved budget line items • Make recommendations regarding credit card expenditures greater than \$200 <p><u>Co-Chairs</u></p> <ul style="list-style-type: none"> • Supervise Coordinator, as delegated by the Executive Committee, and in collaboration with the SCOE Deputy Superintendent • Appoint members to Committees and work groups, as needed • Collaborate with Coordinator to set agendas for Executive Committee meetings • Advise and support the Coordinator as needed <p><u>Executive Committee</u></p> <ul style="list-style-type: none"> • Make time-urgent action decisions • Set Executive Committee annual goals • Advise and support the Coordinator in operational issues • Collaborate with the Coordinator to set agendas for Council meetings • Approve expenditures, including credit card expenditures of over \$200, within approved budget line items (delegated to Treasurer and/or Co-Chairs) • Supervise Coordinator (delegated to Co-Chairs) • Review Ad Hoc Committees and Work Groups action or strategy plans



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Council – (Governing Body)

- Determine what organization will serve as Council legal/fiscal agent
- Make action decisions
- Set annual Council goals
- Make policy and protocol decisions
- Direct program development
- Delegate time-urgent decisions to Executive Committee, Co-Chairs and/or Treasurer; review and ratify time-urgent Executive Committee action decisions

Superintendent of Schools and Board of Supervisors – (Appointing and Approval Bodies)

- Appoint and re-appoint members; annual Certification of Membership
- Approve annual Zip Code Priorities Report
- Approve 5-year Needs Assessments
- Approve 5-year Child Care Plans
- Provide local input on CCPC Advocacy actions

Sonoma County Office of Education – (Current Fiscal and Legal Entity)

- Provide fiscal and human resource services
- Has ultimate fiduciary responsibility
- Collaborates with Council to set staff salary levels
- May set organization-wide spending parameters