

# Commissioner and Management Roles and Responsibilities

---

## **Purpose/ Background:**

The Board of Supervisors authorized roles and responsibilities for First 5 Yuba Children and Families Commissioners pursuant to Section 130140(a)(1)(A) of the California Health and Safety Code. The purpose of this policy is to establish roles and responsibilities for the Commissioners.

These guidelines serve to outline Commissioner's general oversight, support and policy-setting roles and Commission staff responsibilities to apply quality management practices in support of the operational aspects of program implementation.

## **Procedure:**

These guidelines are not to be considered as policy, but are meant to supplement Commission By-laws that operationalize Commission practices and further delineate the Commission's culture.

## **The role of a First 5 Yuba Commissioner includes:**

1. Makes strategic policy decisions
2. Provides active leadership and advocacy in the community
3. Provides fiscal accountability
4. Implements legal and financial responsibility
5. Provides accountability to the community
6. Supports the Managing Director to carry out Commission policies
7. Fulfills Commission attendance and participation expectations

## **1. MAKES STRATEGIC POLICY DECISIONS**

### **Commissioner Role:**

The Commission is responsible for setting the overall strategic direction for the use of First 5 funds in Yuba County. Commissioners act on clearly defined needs and expected outcomes, maintaining focus on strategic goals while soliciting community input. Responsibilities include, but are not limited to:

- a) Approves a county strategic plan that meets all requirements of the California Children and Families Act of 1998.
- b) Solicits ongoing input from the community concerning the needs of families and children 0-5.
- c) Carries out an annual review of the strategic plan and conducts at least one public hearing of the review before adopting revisions.
- d) Submits the approved strategic plan and any subsequent revisions to the State Commission.

**Managing Director/Staff Role:**

Commission staff, as led by the Managing Director, supports the Commission's strategic planning efforts and assists with developing and implementing policies approved by the Commission. Responsibilities include, but are not limited to:

- a) Organizes strategic and other planning efforts and provides support as requested by the Commission.
- b) Gathers data and community input and provides suggestions to assist the Commission in implementing effective policies.
- c) Makes recommendations to the Commission about appropriate policies for consideration.
- d) Supports policy decisions of the Commission and provides staff direction to carry out the work. As necessary, develops more detailed plans/ processes and organizes the resources needed to implement the decisions so that progress is continually made.
- e) Implements compliance procedures and monitors policies to ensure adherence.

**2. PROVIDES ACTIVE LEADERSHIP AND ADVOCACY IN THE COMMUNITY****Commissioner Role:**

The Commission seeks positive change for young children and their families and will take a visible leadership role in the community to establish a countywide agenda for children age 0-5. Additionally, the Commission will advocate for the needs of children and families. Responsibilities include, but are not limited to:

- a) Attends public events and meetings to inform the public about the work of the Commission.
- b) Participates in Commission-sponsored activities to gather public input on issues related to First 5.
- c) Meets with Advisory Committee around specific issues, such as specific aspects of health, early education or family support.
- d) Adopts an effective communication plan.

**Managing Director/Staff Role:**

Responsibilities include, but are not limited to:

- a) Serves as primary point of contact for the community and the Commission.
- b) Participates in community activities to provide input on issues related to First 5.
- c) Organizes and makes recommendations on marketing, media and other local community communication plan efforts and materials and provides support as requested by the Commission in the development of such endeavors.
- d) Implements an effective communication plan to create public awareness, connect families and build relationships within the community.

**3. PROVIDES FISCAL ACCOUNTABILITY****Commissioner Role:**

The Commission has fiduciary responsibility for the use of First 5 funds. Responsibilities include, but are not limited to:

- a) Administers the moneys in the Children and Families Trust Fund, consistent with the requirements of the Act and the approved strategic plan.
- b) Participates in two public hearings to adopt and hear the State Annual Report.
- c) Maintains a long term financial forecast, based on estimates of revenues and expenditures over the period.
- d) Approves an annual budget, detailing planned income and expenditures for the coming fiscal year.
- e) Submits annual report to the State Commission

*Item presented at the 09-26-13 Commission meeting, pending adoption to bylaws*

**Managing Director/Staff Role:**

Responsibilities include, but are not limited to:

- a) Prepares a detailed annual budget and long term financial forecast according to guidelines set by the Commission and presents to Commission Committees for preliminary approval.

**4. IMPLEMENTS LEGAL AND FINANCIAL RESPONSIBILITY****Commissioner Role:**

The Commission is responsible for ensuring that Commission funds are used appropriately. Responsibilities include, but are not limited to:

- a) Complies with state and county conflict of interest requirements as established by counsel.
- b) Completes Statement of Economic Interest (Form 700) on an annual basis.
- c) Completes ethics training on a biannual basis.

**Managing Director/Staff Role:**

Responsibilities include, but are not limited to:

- a) Monitors state and local legislative and regulatory processes in order to communicate the Commission's experiences and positions and to anticipate changes in laws, regulations, and services impacting early childhood development programs.
- b) Completes Statement of Economic Interest (Form 700) on an annual basis.
- c) Completes ethics training on a biannual basis.

**5. PROVIDES ACCOUNTABILITY TO THE COMMUNITY****Commissioner Role**

The Commission ensures that the results of its programs are documented through evaluation. Responsibilities include, but are not limited to:

- a) Reviews and approves reports of results achieved and actions underway throughout the year.

**Managing Director/Staff Role:**

Responsibilities include, but are not limited to:

- a) Organizes and makes recommendations on data collection and evaluation efforts and materials that promote the priorities of the Commission including a results-based accountability approach to all funded programs.
- b) Implements effective evaluation efforts and monitors evaluation designs.

**6. SUPPORTS THE MANAGING DIRECTOR TO CARRY OUT COMMISSION POLICIES****Commissioner Role**

Responsibilities include, but are not limited to:

- a) Provides support to the Managing Director and staff in carrying out their professional duties.
- b) Shares relevant information with the Managing Director in a timely manner.

- c) Supports administrative and operational aspects of the Commission's work when requested by the Managing Director.
- d) Encourages agencies to communicate with the Managing Director before bringing issues or complaints to the full Commission.

**Managing Director/Staff Role:**

Responsibilities include, but are not limited to:

- a) Performs in an effective manner all operational and administrative duties necessary to implement the strategic plan and other decisions of the Commission. This includes day-to-day fiscal operations, contract development and monitoring, public relations, preparing reports and grant applications, interactions with the State Commission, and other such duties required to implement the strategic plan and Commission decisions.
- b) Supports policy decisions of the Commission and provides staff direction to carry out the work. As necessary, develops more detailed plans/ processes and organizes the resources needed to implement the decisions so that progress is continually made.
- c) Presents professional recommendations and options on issues considered by the Commission.
- d) Informs the Commission fully and accurately regarding the status of activities and issues affecting the organization, including situations where available resources are insufficient to implement Commission decisions.
- e) Seeks guidance when unsure of how to proceed.
- f) Provides information to the Commission in a timely and effective manner in order to prepare the Commission to make good decisions.

## **7. FULFILLS COMMISSION ATTENDANCE AND PARTICIPATION EXPECTATIONS**

**Commissioner Role**

Commissioners shall maintain the level of involvement in Commission work necessary to effectively discharge their responsibilities. Responsibilities include, but are not limited to:

- a) Attends Commission and Committee meetings, which includes being prepared for meetings by reviewing materials in advance; participating actively in meetings and making informed voting decisions; notifies Commission staff if unable to attend.
- b) Attends Commission meetings according to By-laws.
- c) Participates in Commission Committees in addition to participation in full Commission activities.

**Managing Director/Staff Role:**

Responsibilities include, but are not limited to:

- a) Conducts meetings in compliance with the Ralph M. Brown Act and tracks Commissioner attendance.