

Executive Committee

Purpose of Committee: The Executive Committee oversees the operation of the Board and often acts on behalf of the Board on all matters that occur between meetings, except those specifically reserved to the Board by the Bylaws or State Law. Meetings of the Executive Committee may be called by the Board President or by a simple majority of the Executive Committee members. The Executive Committee attends to the evaluation of the Management Consultant Service, conducts business as directed by the Board and recommends recognition and awards, and engages in agreements with key stakeholders.

Roles and Responsibilities:

1. To plan the work of the Board of Directors (administrative calendar)
2. To ensure on-going strategic planning of the Association
3. To coordinate and maintain the annual planning and budget process
4. To select items of action and discussion for Board consideration
5. To facilitate the decision making process of the Board at the policy-making level
6. To provide a Committee structure for working on issues and concerns and give Board members the opportunity for development
7. To maintain the flow of work between the Board and its committees
8. To maintain the flow of work between the Board and the Management Consultant Service (Contract and MCS Goals)
9. To take action in the name of the Board by telephone conference call between Board meetings when a quick decision is needed to respond to a crisis or opportunity
10. To manage the development of request for proposals supporting membership services
11. To maintain a communication system between the Association and its stakeholders through a marketing/communication plan and partnership agreements

Appointments and Composition:

The composition of the Executive Committee will be the officers of the Association and is chaired by the President.

Finance Committee

Purpose of Committee: Oversees the development of budgets; reviews and recommends approval of an annual operating and conference budget(s); regularly reviews financial results; ensures the maintenance of an appropriate capital structure; ensures accurate tracking, monitoring and accountability of funds and investments; ensures adequate financial controls; reviews and recommends approval of financial statements; reviews and monitors contracts, grants and investment strategies.

Roles and Responsibilities:

1. To review monthly finance reports and report to the Board
2. To control financial operations within the limits of the approved budget
3. To annually submit objectives as part of the planning and budgeting process
4. To prepare financial and revenue projections for the yearly budget and make recommendations for achieving a balanced budget (Operation and conference)
5. To maintain a Revenue Fund Development Plan for the Association (donations, advocacy, fundraising)
6. To oversee investments of the Association and make recommendations to the Board for investment goals and objectives
7. To evaluate the implementation of fiscal objectives and submit changes as required
8. To oversee the reporting to the IRS and other agencies and organizations that may provide financial support to the Association
9. To secure an annual audit and recommend improvements to the Board

Appointments and Composition:

The Treasurer chairs the Committee and the President makes appointments to the Committee.

Education Committee

Purpose of Committee: The Education Committee is responsible for identifying, developing, and maintaining systems and programs for providing the Board of Directors, Association members and AI/AN Head Start and Early Head Start grantees with information and opportunities for training.

Roles and Responsibilities:

1. To serve as the Planning Committee for the Association's Management Training Conference and other training programs
2. To identify special research projects for supporting resource development
3. To identify training needs of the membership and develop a training plan
4. To oversee the information contained on the Association website
5. To develop resources to assist the membership in operating quality programs (new director toolkit)

Appointments and Composition:

The President Elect serves as the Chairperson of the Education/Information and Conference Committee. In years when there is not a President Elect, either the President or Immediate Past President will chair this Committee.

Membership Committee

Purpose of Committee:

The Membership Committee is responsible for overseeing the management of the membership of the Association and the membership services developed and implemented by the Association.

Roles and Responsibilities:

1. To review and recommend changes in the dues structure (general, associate, corporate)
2. To review and recommend changes in the membership structure
3. To maintain the Association's membership recruitment program
4. To determine the membership's satisfaction with the Association's services
5. To determine the types and frequency of services provided for the membership
6. To manage the implementation of membership services by the Management Consultant Service (newsletter, job bank, consultant directory)
7. To develop and oversee the awards process

Appointments and Composition:

The President appoints the Chairperson of this Committee from the Board of Directors and who is not an officer of the Association.

Governance Committee

Purpose of Committee: The Governance Committee is responsible for establishing, maintaining and amending the rules of the Association's internal operations and governance system. This includes: ensuring effective Board processes, structures and roles through the Bylaws and Operations Manual; Committee development; Regional membership structure; Board evaluation; Board orientation and training; Board member recognition and may recommend to the Board a parliamentarian from the Committee.

Roles and Responsibilities:

1. To regulate the Association's policies, procedures and internal practices (operations manual)
2. To review the Bylaws on a yearly basis as to coincide with the Annual Membership Meeting of the Association
3. To define the rights, duties and relations of the members among themselves and in relation to the Association
4. To define the duties, powers, and limitations of the directors, officers, committees and other agents
5. To ensure the orientation of new Board of Directors
6. To ensure Board Development mechanisms are implemented at least once per year
7. To develop and conduct performance evaluations of the Board of Directors and the Management Consultant Service
8. To oversee the elections of Regional Representatives and Alternates

Appointments and Composition:

The Secretary of the Association will be the chairperson of the Bylaws, Governance and Board Development Committee.

Advocacy Committee

Purpose of Committee: The Advocacy Committee is responsible for advancing legislative advocacy during the reauthorization of federal legislation and promulgation of federal rules and regulations. It also communicates relevant issues to the NIHSDA Board of Directors and membership.

Roles and Responsibilities:

1. To inspire and engage the full board in public policy advocacy that impacts the Association's ability to achieve our mission
2. To monitor progress on public policy priorities and to keep the board informed about advocacy opportunities
3. To identify board advocacy priorities annually and bring to full board for adoption
4. To develop an annual advocacy plan and track/report on progress toward that plan
5. To develop and disseminate advocacy materials

Appointments and Composition:

The President appoints the Chairperson of this Committee from the Board of Directors. The Advocacy Committee will be composed of the officers and the President will have the power to appoint other committee members for the benefit of the Association.

2019 Committee Meeting Schedule

All times listed are Central Time Zone

Education Committee (Feb, May, Aug, Nov)
 Advocacy Committee (Jan, Apr, Jul, Oct)
 Financial Committee (Jan, Mar, May, Jul, Sept, Nov)
 Board of Directors (Monthly)
 Governance Committee (Jan, Apr, Jul, Oct)
 Membership Committee (Mar, Jun, Sep, Dec)
 Executive Committee (Monthly)

First Monday of the month at 1:00 pm Central Time
 First Wednesday of the month at 1:00 pm Central Time
 Second Tuesday of the month at 1:00 pm Central Time
 Second Thursday of the month at 1:00 pm Central Time
 Third Tuesday of the month at 12:00 pm Central Time
 Last Tuesday of the month at 12:00 pm Central Time
 Last Thursday of the month at 11:00 am Central Time

Month	Type of Meeting	Date
January	Advocacy Committee (original meeting January 2)	Wednesday, January 9, 2019
	Financial/Fundraising Committee	Tuesday, January 8, 2019
	Board of Directors	Thursday, January 10, 2019
	Governance/Evaluation Committee	Tuesday, January 15, 2019
	Executive Committee	Thursday, January 31, 2019
February	Education /Conference Committee	Monday, February 4, 2019
	Board of Directors	Thursday, February 14, 2019
	Executive Committee	Thursday, February 28, 2019
March	Financial/Fundraising Committee	Tuesday, March 12, 2019
	Board of Directors	Thursday, March 14, 2019
	Membership/ Recruitment Committee	Tuesday, March 26, 2019
	Executive Committee	Thursday, March 28, 2019
April	Advocacy Committee	Wednesday, April 3, 2019
	Board of Directors	Thursday, April 11, 2019
	Governance/Evaluation Committee	Tuesday, April 16, 2019
	Executive Committee	Thursday, April 25, 2019
May	Education /Conference Committee	Monday, May 6, 2019
	Financial/Fundraising Committee (original meeting May 14)	Tuesday, May 7, 2019
	Board of Directors	Thursday, May 9, 2019
	Executive Committee	Thursday, May 30, 2019
June	Board of Directors	Thursday, June 13, 2019
	Membership/ Recruitment Committee	Tuesday, June 25, 2019
	Executive Committee	Thursday, June 27, 2019
July	Advocacy Committee	Wednesday, July 3, 2019
	Financial/Fundraising Committee	Tuesday, July 9, 2019
	Board of Directors	Thursday, July 11, 2019
	Governance/Evaluation Committee	Tuesday, July 16, 2019
	Executive Committee	Thursday, July 25, 2019
August	Education /Conference Committee	Monday, August 5, 2019
	Board of Directors	Thursday, August 8, 2019
	Executive Committee	Thursday, August 29, 2019
September	Financial/Fundraising Committee	Tuesday, September 10, 2019
	Board of Directors	Thursday, September 12, 2019
	Membership/ Recruitment Committee	Tuesday, September 24, 2019
	Executive Committee	Thursday, September 26, 2019
October	Advocacy Committee	Wednesday, October 2, 2019
	Board of Directors	Thursday, October 10, 2019
	Governance/Evaluation Committee	Tuesday, October 15, 2019
	Executive Committee	Thursday, October 31, 2019
November	Education /Conference Committee	Monday, November 4, 2019
	Financial/Fundraising Committee	Tuesday, November 12, 2019
	Board of Directors	Thursday, November 14, 2019
	Executive Committee	Thursday, November 28, 2019
December	Board of Directors	Thursday, December 12, 2019
	Membership/ Recruitment Committee	Tuesday, December 31, 2019
	Executive Committee	Thursday, December 26, 2019

Meeting re-scheduled due to holiday or other conflict