



FIRST THINGS FIRST

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First Things First Family Support and Literacy Advisory Committee—Committee Description Adopted February 23, 2011

Purpose

The purpose of the First Things First Family Support and Literacy Advisory Committee (the “Advisory Committee”) is to provide family support and literacy content expertise and to make recommendations to the First Things First Board Policy and Program Committee regarding family support and early childhood language and literacy development for Arizona’s young children and their families.

Membership

The Board Policy and Program Committee Chair may establish and maintain standing advisory committees composed of regional council members, content experts, community members, stakeholders and state agency partners in three content areas: early learning, family support & literacy and health.

Meetings

The Advisory Committee shall:

1. Meet as often as needed to fulfill its responsibilities as charged.
2. Hold and conduct meetings in accordance with requirements of the State of Arizona open meeting law.
3. Form ad-hoc subcommittees as deemed necessary and appropriate to focus on specific FTF topics and maximize content expertise.
4. Determine a schedule for meetings that will allow for timely completion of committee responsibilities.

Key Responsibilities

Each Advisory Committee Member shall:

1. Make a commitment to personally attend meetings in order to fulfill the responsibilities of the Advisory Committee; members may elect to attend electronically.
2. Review documentation from previous systems work (FTF Summit, previous advisory committees, Early Childhood Task Force) to guide discussion.
3. Make recommendations on strategies and approaches to implement Task Force identified priority roles.
4. Make recommendations on appropriate indicators and benchmarks related to those priority roles.
5. Serve as an active representative of the family support and literacy community and system during the work of the Advisory Committee by sharing stakeholder and community input about the priority roles.
6. Review and provide advice on overall FTF family support and literacy related strategies.

First Things First Policy Staff shall:

1. Assist in organizing and setting up each meeting.
2. At least one week prior to meetings, send materials to assist the Advisory Committee in completing its work.
3. Communicate regularly with the Advisory Committee membership.
4. Support the facilitator and Advisory Committee Co-Chairs to establish an agenda and appropriate materials.
5. Conduct background research and assist in securing additional content experts, if necessary, to successfully carry out the Committee responsibilities.
6. Present background and clarifying information to assist the Advisory Committee in making its recommendations.
7. In partnership with the Advisory Committee Co-Chairs and facilitator, ensure the committee's timelines and tasks are met.

Advisory Committee Co-Chairs and/or Facilitator shall:

1. Assist in setting the overall Advisory Committee direction and individual meeting agendas.
2. Provide leadership to the Advisory Committee to ensure that all members are represented and able to contribute equally.
3. In partnership with FTF staff, ensure that the Committee's timelines and tasks are met.
4. Represent the Family Support and Literacy Committee at the Board Policy and Program Committee meetings.
5. Present Advisory Committee recommendations to the Board Policy and Program Committee of the FTF Board.
6. Communicate discussion and decisions of the Board Policy and Program Committee back to the Advisory Committee.