

3-101 Program Committee Charter

Purpose

The purpose of the Program Committee (the “Committee”) is to assist the Arizona Early Childhood Development and Health Board (the “Board”) in fulfilling its oversight responsibilities relating to developing, implementing and monitoring early childhood development and health programs and to contribute to program development and assessment. In furtherance thereof, the Committee will:

1. monitor staff’s development of best practices under each of the Board system priorities identified through strategic planning
2. monitor results and evaluation of program activities and outcomes
3. review program standards to ensure they meet the highest quality

Membership

The Board shall establish and maintain standing committees composed of members of the Board appointed by the Chairperson. The Chair of the Committee shall be its presiding officer.

Meetings

The Committee shall:

1. meet as often as needed to fulfill responsibilities as charged
2. hold and conduct their meetings in accordance with requirements of law

The presiding officer shall set the time, date and place of the meetings. A majority of the committee membership shall constitute a quorum.

Key Responsibilities

The Committee shall provide oversight of:

1. The exploration of program ideas and strategies at early stages and serve as a sounding board in assessing proposed plans
2. The review of ongoing work in selected fields and program results, and advise on sensitive matters
3. The review of proposed program budgets for each biennium
4. The periodical review and assessment of the adequacy of this charter and make recommendations to the Executive Committee of changes
5. The assessment of annual programmatic performance and guide the preparation of a report of the findings to the Board
6. The assurance that program policy goals are associated to regional partnership efforts

Adopted May 21, 2008