

## **2-103 Duties and Job Description**

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### **TITLE: BOARD MEMBER**

The Arizona Early Childhood Development & Health (AzCD&H) Board provides leadership, governance, and vision to First Things First as provided in Arizona Revised Statutes, Title 8, Chapter 13, and specifically Section 8-1182. The Board works to achieve the mission and vision of First Things First by setting policy and providing oversight and leadership. The vision of First Things First is that “all children birth through age 5 are afforded opportunities to achieve their maximum potential to succeed in school and life.” The mission is “to increase the quality of, and access to, early childhood development and health programs that ensure a child entering school comes healthy and ready to succeed.” The vision and mission will be attained through a comprehensive early childhood system that values children as Arizona’s greatest asset and recognizes families and communities at the center of decision-making. The Board also establishes and facilitates the implementation of the First Things First Framework and Strategic Plan Roadmap.

Board membership is established in two ways:

- Nine (9) seats are appointed by the Governor and confirmed by the Arizona State Senate.
- Three (3) seats are established by statute and reserved for state agency leaders by virtue of position: Director of Economic Security, Director of Health Services, and Superintendent of Public Instruction, and therefore are *ex-officio*. The only difference in the duties of an *ex-officio* member and others is that they may not vote. As leaders of state government departments that have a big impact on young children and their families, *ex-officio* members bring a unique and important perspective to the First Things First Board.

### **CONTACT PERSON: BOARD CHAIR AND EXECUTIVE DIRECTOR**

#### **REQUIREMENTS:**

1. Serves a term of six years, to begin and end on the third Monday in January.
2. Shall have demonstrated interest and/or experience in early childhood development and health.
3. Members shall include residents of at least four different counties.
4. No more than four members may be residents of the same county.
5. No more than four members may be registered members of the same political party.
6. May not have a substantial interest in the provision of early childhood education services, as that term is defined by Arizona’s conflict of interest law, section 38-502.

7. Shall take the oath of office before entering upon the duties of the Board.

**POLICY BOARD RESPONSIBILITIES:**

- Ensure adherence to First Things First’s mission, vision, values, policies, and governance system.
- Provide organizational direction, input and approval on statutory requirements and other topics adopted by the Board.
- Set and abide by the governance system. Assess the Board’s performance annually against its stated standards.
- Ensure that strategic planning, monitoring and evaluation processes are established and implemented.
- Monitor long-term and short term results/outcomes and evaluate progress against indicators.
- Act as ambassadors and advocates for First Things First and young children.
- Exercise authority and oversight as ultimate fiduciary. Ensure compliance with applicable federal, state, tribal, and local laws.
- Ensure financial viability, sustainability, and management of risk.
- Review and approve overall budget. Set programmatic priorities and allocate programmatic funds.
- Engage communities and statewide partners, businesses, philanthropic organizations, and others in First Things First.
- Connect, inform, support, monitor, nurture, respect and dialogue with Regional Partnership Councils.
- Hire, supervise and counsel Executive Director.
- Establish performance standards and process. Evaluate Executive Director annually.
- Establish committees and task forces as needed to expedite the work of the full Board.
- Approve contracts and grant agreements.
- Articulate and develop strategic relationships with the State Board of Education, Board of Regents, and P-20 Council.

**INDIVIDUAL RESPONSIBILITIES:**

- Contribute volunteer time to First Things First.
- Act as ambassador and advocate for First Things First and young children.
- Advise staff in individual areas of expertise.
- Act as a sounding board for Executive Director and other upper management staff.
- Assist in raising funds for First Thing First.
- Contribute financially to First Things First.

- Lend personal credibility and influence.

**RESOURCES:**

1. Training and technical assistance
2. Staff support
3. Mileage and *per diem* reimbursement for out-of-town meetings and training
4. Professional development
5. Evaluation

**MINIMUM TIME COMMITMENT:**

10-20 hours per month

Adopted September 24, 2008