



Spark NH Committees/Task Forces Guidelines

Committees:

- Executive Committee
- Early Childhood Data System Committee
- Evaluation Committee
- Quality of Early Childhood Programs and Services
- Communications and Public Awareness Committee
- Policy Committee Workforce and
- Professional Development Committee

Task Forces/Workgroups & Affiliation:

- Family Partnership and Engagement Taskforce – Executive
- NH EC Professional Development System – Workforce and Professional Development

Overall Guidelines

- ♦ Adhere to Spark NH's vision, mission, guiding principles
- ♦ Align with the Comprehensive Strategic Plan for Early Childhood
- ♦ Utilize early childhood/related research as a rationale for recommendations and other work/products. Analyze recommendations with respect to Spark NH priorities, feasibility and impact
- ♦ Work with other committees to ensure coordination of efforts
- ♦ Identify what work plan items can be addressed for no-cost or low cost or identify a source of funding (including e.g. possible Spark NH funding)
- ♦ Ensure new systems build on current work and do not duplicate efforts

Process

1) Establish Committee/Task Force

- ♦ Identify/recruit members
 - Include at least one Council member
 - Balance content experts (early education, health, family support, children with disabilities/children at risk and their families), with other representatives, taking into consideration: geography, public/private, parents/professionals, special populations (including racial and linguistic minorities), children's ages addressed, and statewide organizations, other (all three branches of government, decision makers/state leaders, etc.)

- Consider membership relative to short- and long-term needs of committee: Are the right people participating for the tasks at hand?
- ♦ Determine leadership

Appoint chair or co-chairs, appoint a secretary if possible, alternatively a notetaker can be rotating; Review or define charge and scope of work (can be rotating)

 - grant mandates
 - Priorities:(grant goals, existing federal/state plans, state needs assessment and strategic report, other)
 - Ascertain whether or not subcommittees, or task forces are needed to address scope of work
- ♦ Determine meeting logistics
 - Frequency
 - Dates/times

2) Create, Implement or Evaluate a Work Plan

- ♦ Establish priorities, including grant goals and timeliness, and the Comprehensive Strategic Plan for Early Childhood, based on feasibility, likelihood of success given timeframe, resources, and sustainability
- ♦ Develop goals, objectives, activities, targeted outcomes, timelines, responsible persons, resources (available and needed)
- ♦ Work with the Director of the Council or designee to identify evaluation measures/activities/timelines, both to evaluate process and outcomes of committee work and constituent benefits/impacts
- ♦ Present proposed work plan to Council for final approval and resource allocation (including people time and budget)
- ♦ Review/evaluate progress on work plan twice year (by June and December)
- ♦ To request support (e.g. to pay for materials or bring in technical assistance) committees should contact the Director who will bring the request to the Executive Committee. If the request is approved by the Executive Committee and funds are available it will be brought to the Council for approval at their next meeting.

Topics for Consideration in Creating/Updating work Plan

- ♦ Content areas
 - Health (physical/oral, mental/behavioral, nutrition), family support, early learning, special needs/at risk populations
- ♦ The work of other committees
 - Workforce/Professional Development
 - Quality (federal/state program advisory, access and collaboration/coordination)
 - Data System and Evaluation (Council Accountability, state/local impacts)
 - Communications and Public Awareness
 - Policy
- ♦ Additional, cross-committee topics
 - QA (data, needs assessment)
 - Access/gaps/resources
 - Best practices

- Work Force
- Barriers and opportunities
- Public engagement
- Marketing/Public awareness
- Legal mandates
- Collaboration/coordination
- Work of other committees/task forces