



## **Early Childhood Policy Council Workforce Advisory Committee Committee Charter**

### **I. Committee Purpose and Role**

The Workforce Advisory Committee (committee) is one of two standing advisory committees of the Early Childhood Policy Council (council) – established in law via Senate Bill 75 (Chapter 51, Statutes of 2019). The purpose of the committee is to provide recommendations to the council and other entities and to provide recommendations to the council and other entities on all aspects of early childhood education on an ongoing basis.

The committee and committee members do not have decision-making authority for the state.

### **II. Committee Membership**

#### **A. Committee Representation**

The members and the co-chairs of the committee are appointed by the Governor, the Legislature, and the Superintendent of Public Instruction.

Committee members must include licensed family childcare providers, family, friend, and neighbor childcare providers, center-based teachers and directors from subsidized and nonsubsidized childcare programs, and statewide organizations representing childcare providers.

Two members of the committee are appointed by the committee to serve as members of the Early Childhood Policy Council.

#### **B. Committee Composition**

The following individuals serve on the committee:

1. Tonia McMillian – Chair of committee
2. Virginia Eigen
3. Miren Algorri
4. Patricia Alexander
5. Amelia Soto

6. Debra Ward
7. Latonda Williams
8. Zoila Toma
9. to be appointed by the Senate

### **C. Committee Member Vacancies**

Unless otherwise specified by statute, a member's position on the committee may be declared vacant if the member:

- Resigns from the committee (this should be in writing and forwarded to the chair).
- Fails to attend a majority of meetings over the course of the year.

In a case where a member's position is declared vacant, an alternative may be appointed to fill the position by the relevant appointing authority.

Committee members may not send proxies in their place.

### **III. Committee Meetings**

Committee meetings will be held at the time and place chosen by the committee chair and publicly noticed in compliance with the Bagley-Keene open meeting law. These meetings will provide access for participants throughout the state.

### **IV. Roles and Responsibilities**

Committee members and the co-chairs assume the following roles on the committee:

#### **A. Committee Members**

- Attend meetings.
- Contribute expertise, insights, and ideas for the committee's work.

#### **B. Committee Co-Chairs**

- Convene the committee.
- Chair meetings.

### **V. Committee Operating Principles**

Committee members agree to adhere to the following operating principles:

- Place cell phones in silent mode or turn them off during meetings.
- Speak one at a time – refrain from interrupting others.
- Wait to be recognized by the chair or facilitator before speaking.
- Share “airtime” – ensure that all members who wish to have an opportunity to speak are afforded a chance to do so.
- Maintain a respectful stance toward all participants.
- Listen to other points of view and try to understand their interests.
- Share information openly, promptly, and respectfully.
- Remain flexible and open-minded, and actively participate in meetings.
- If requested to do so, hold questions to the end of each presentation.