

# OPERATING GUIDELINES

## Dickinson Iron Great Start Collaborative - Parent Coalition Operating Guidelines

Collaboration is a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve common goals.

The relationship includes a commitment to mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and rewards.

*Wilder Foundation*



## Operating Guidelines

### I. Who We Are

The Dickinson Iron Great Start Collaborative (DIGSC) is the local planning and decision-making body for the Great Start system – Michigan’s comprehensive early childhood system. The Great Start system components are: *Physical Health, Social-Emotional Health, Family Support, Parent Leadership, Family Health, Early Learning; Child Care; Pediatric and Family Health, Early Literacy and Infrastructure.* The goal of the Great Start system is for all Michigan children to enter kindergarten safe, healthy, and eager to succeed in school and in life.

### II. Vision

A Great Start for every child in Dickinson and Iron Counties; safe, healthy and eager to succeed in school and in life.

### III. Mission

The Mission of the Dickinson-Iron Great Start Collaborative is to provide a Great Start for all children from birth through age 8 by assuring a coordinated system of community resources and supports to assist all families in Dickinson-Iron Counties.

### IV. Purpose

The purpose of these guidelines is to establish an organizational and procedural framework for the DIGSC and its committees and work groups. The DIGSC is being convened as a result of a grant received by the District-Iron Intermediate School District (DIISD) from the Early Childhood Investment Corporation (ECIC). The grant award is for an initial 12-month period. The DIGSC will conduct a community needs assessment based on the Great Start Components, and a long-term strategic plan will be developed based on the findings of the needs assessment. The strategic plan will outline short and long term goals; and services and supports from all of the Great Start system components will be made accessible to every child from birth to kindergarten entry, and to his/her family.

#### ***The purpose of the collaborative is to:***

- A. Provide a Great Start for all children from birth to age 8 by participating in the on-going coordinated system of community resources and supports to assist all Dickinson and Iron County families.
- B. Assist the local Great Start Collaborative Coordinator in accomplishing early childhood related tasks, goals and objectives to improve the local system of early childhood related programs and services.
- C. Assist in the development and implementation of a local early childhood and parent focused strategic and action plan based on a local needs assessment.
- D. Implement recommendations for local systems for on-going improvements.

- E. Encourage, facilitate and support parent engagement in participation and leadership roles.
- F. Assist in engaging philanthropic, faith-based, public, private and legislative support including fund development and advocacy.

#### V. Membership

The membership list is based on requirements developed by the ECIC as a part of the grant approval process. The composition of the Dickinson-Iron Great Start collaborative will represent the diversity of the two counties it serves. At a minimum, the GSC membership must include representatives from the following groups, programs, and organizations. Organizational representatives must be able to make decisions on behalf of the organization.

- A. Required collaborative members are as follows:
  1. Parents of children (aged 12 or younger) who represent the diversity of Dickinson and Iron Counties, constitute at least a 20% parent-only membership
  2. Business leaders, e.g. a president of a local chamber of commerce, a director of workforce development or economic development for the county or counties or a manufacturing association.
  3. Philanthropic and/or charitable organizations, e.g. the United Way, a community foundation, a service organization
  4. Faith-based organizations
  5. Organizations that provide services on behalf of minority populations
  6. Intermediate School District
  7. Department of Public Health
  8. Department of Health and Human Services
  9. Northpointe Behavioral Health System
  10. Hospital and Health Care System - Dickinson County Healthcare System and Aspirus, Iron River
  11. Juvenile or Family Court Judge
  12. Early On
  13. Representatives from home visiting and parenting education programs

14. Head Start / Early Head Start and Great Start School Readiness Program
15. Dickinson Iron Community Collaboration
16. Licensed Child Care Center and/or Home or Group Home
17. Local School District Superintendents and Elementary Principals
18. Elected governmental officials
19. Communities That Care - Great Lakes Recovery - Hospital Foundations: DACF and Aspirus
20. Great Start to Quality Upper Peninsula Regional Resource Center
21. Our Place Community Center-Imagination Factory Children's Museum

B. Other membership requirements:

- Parents (birth, adoptive, foster, non-custodial or legal guardian) must constitute at least 20 % of the total membership (optional), be reflective of the ethnic and racial makeup of the community and be parenting children aged 12 or younger.
- Parent members are to receive, in a timely manner, the same supports and resources available to non-parent members. This would include at a minimum, financial reimbursement for expenses incurred as a member, and access to professional development and mentoring opportunities.
- The members of the collaborative, with the exception of parents, must have sufficient authority to commit funds, staff and other resources on behalf of their organization.
- The DIGSC may include other members on the Great Start Collaborative whom they deem appropriate and necessary to the work of the collaborative.
- Members are selected by an informal process of referral to the Collaborative, followed by a brief interview and orientation with the prospective member to insure they meet requirements, and have sufficient understanding and commitment to the mission of the collaborative. Referrals can be made by any collaborative member, the Project Coordinator, or other interested parties.
- Once selected for membership, the new prospective member complete a member information sheet to provide contact information. Updated membership lists are provided to members as necessary at regularly scheduled meetings. All new members receive a current DIGSC-PC Strategic Plan and are mentored by experienced Great Start parent and collaborative members.

## VI. Membership Responsibilities

It is crucial to the success of the DIGSC to have an active and engaged membership. It is a requirement that Great Start Collaborative members attend 3 scheduled meetings out of 5 meetings held per year. The membership provides overall direction in the governance and operations of the collaborative, appoints committees to undertake specific functions of the collaborative, and assures accountability for commitments made within the collaborative and the community.

Membership duties include but are not limited to:

- A commitment to attend all meetings either in person, or via telephone or videoconferencing
- Appoint committees, and/or work groups for specific tasks
- Provide direction, resources and support for committees and work groups
- Cooperate with providing necessary statistical and other needed information for the completion of the community needs assessment and strategic plan
- Review progress-ensure coordination throughout the assessment and strategic planning process
- Assure accountability for commitments made within the collaborative and the community
- Keep the Director informed of any changes in membership, contact information, or availability of time and resources
- Participate in and/or provide for professional development and mentoring opportunities
- Make a good faith effort to contribute toward fulfilling the mission and purposes of the Dickinson Iron Great Start Collaborative

## VII. OFFICERS

Elected/appointed officers of the DIGSC shall be the Chairperson, Vice-Chairperson and Recording Secretary. Any member of the collaborative may serve as an officer.

Responsibilities of officers are as follows:

### **Chairperson:**

- Preside at all monthly meetings
- Consult with the Director prior to meetings
- Provide a collaborative leadership style
- Appoint members to committees / action teams as necessary

### **Vice-Chairperson:**

- Preside over meetings in the absence of the Chair
- Fulfill the duties of the Chair in the event the Chair is unable to do so for any reason
- Serve out the term of the Chair in the event that he/she is unable to complete the term of office
- Notify the Director in advance in the event that neither the Chair or Vice-Chair will be present and able to preside at a scheduled meeting

**Recording Secretary:**

- Attend all monthly meetings
- Take detailed minutes of the meetings
- Consult with and provide copies of minutes to the Director within 1 week following meeting
- Appoint a designee if unable to attend a scheduled meeting, and notify Director in advance

**VIII. Terms of Office**

All elected/appointed officers will serve a minimum of a one year term. The Vice-Chairperson will assume the office of Chairperson whenever the Chairperson is unable to fulfill their responsibilities for any reason. If there becomes a permanent vacancy in any of the elected/appointed positions, a replacement will be elected/appointed at the next scheduled meeting. The recording secretary will appoint a designee if he/she is unable to attend a scheduled meeting.

**IX. Election of Officers**

Officers will be confirmed and elected in case of leadership changes at the first scheduled DIGSC meeting of the new fiscal year, and annually thereafter. Any member of the collaborative may nominate and cast votes for candidates. In the event that there are no nominations, or candidates willing to fill the offices, the Executive Board will appoint officers as necessary to fill any vacancies.

**X. Staff Person(s)**

A key decision that the DIGSC will make is the identification of the Director for the local Great Start system. The Director for the Great Start Collaborative will provide support for the development of shared leadership, ownership and capacity amongst all members of the collaborative. The Director role is crucial to the accomplishment of tasks as outlined in the plan of work for the Great Start Collaborative. The Great Start Director position will need to be a 1.0 FTE dedicated staff for the Great Start Collaborative, and will be selected by the Executive Board via a group interview process.

## XI. ACTION TEAMS

The DIGSC will be undertaking specific tasks, and will accomplish the detailed work of these tasks and processes via the use of committees / work groups.

The DIGSC Action Teams are as follows:

### 1. Executive Board

- Responsible for administrative oversight
- Key leaders from the Great Start Collaborative serve
- Regular meeting attendance is required
- Members are selected by the Director, Parent Coordinator and Chairperson; and approved by the Executive Board

### 2. Executive Team: Director, Co-Director, Parent Coordinator, Chairperson

- Responsible for completion of strategic plan and all data collection and assessments
- Responsible for oversight of all Action Teams and Great Start initiatives
- Responsible for the local early childhood system building – including data systems, blended funding, event partnerships, written agreements and policies/procedures

### 3. Communication And Fund Development Team

- Responsible for development of local media campaigns and coordination of communications efforts and materials needed for implementation of events
- Responsible for program development and event planning support
- Responsible for fund development initiatives
- Responsible for Children First Celebration- fund development teams
- Responsible for selecting and promoting Spotlight Awards

### 4. Child Care And Social-Emotional Health Team

- Responsible for providing support and advocacy for child care providers
- Responsible for developing and promoting social-emotional resources
- Responsible for fund development initiatives
- Responsible for planning events that promote partnerships and fund development; i.e., Children First Celebration, annual fund development initiatives, etc.

### 5. Early Literacy Council

- Responsible for the planning and promotion of early literacy initiatives
- Responsible for supporting sustainability early literacy initiatives
- Responsible for providing leadership roles for early literacy events and programs

### 6. Parent Leadership And Family Support Team - Parent Coalition

- Responsible for the planning and promotion of family events and parent socials
- Responsible for implementing an annual parent leadership training event
- Responsible for recruiting new parent leaders

**7. Pediatric And Family Health**

- Responsible for reviewing and dissemination of new family and children health care resources
- Responsible for reviewing and dissemination of prenatal care resources

**8. School Readiness Advisory Committee (SRAC)**

- Responsible for oversight of Great Start School Readiness Program
- Responsible for communicating new annual policies and procedures

*Each Action Team / Committee will form a leadership structure parallel to the DIGSC. Progress notes are recorded in the Action Agenda and reported at the GSC Meetings. The Action Teams and Committees will designate a chairperson who will report on successes, challenges and progress.*

**XII. Meetings**

The DIGSC will hold a minimum of 5 meetings per year at a time and place designated by the Great Start Executive Committee. The Executive Committee may add meetings as necessary in order to complete assigned tasks. Notice of meetings will be sent via e-mail at least one week prior to meetings. Agendas will be provided in advance of the meeting. Business of the Great Start Collaborative may be conducted via videoconferencing when necessary.

Great Start Action Teams will be responsible for scheduling meetings that will accommodate the members of that group, and of sufficient frequency and duration to complete the task assigned to it within the time frames allotted. Action Teams are expected to meet on a quarterly basis. Great Start Director will assist in the scheduling of all action team meetings.

**XIII. Meeting Attendance: Succession Plan Procedure**

In order to meet attendance expectations, it is crucial that members attend scheduled meetings. If a member is not available for a scheduled meeting, the member shall contact the Director in advance, and arrange for an authorized designee to attend the meeting. To remain on the DIGSC, a member must attend at least 50% of the scheduled meetings within the year. The absence of any member for (3) consecutive regularly scheduled meetings without justifiable reason can be cause for removal from the DIGSC. Nothing in these guidelines would prevent the DIGSC from reinstating an individual or agency/organization membership based upon a review and recommendation from the Executive Committee.

**XIV. Voting**

The preferred decision making process of the DIGSC shall be consensus.

Consensus is defined as:

*A decision, which every member of the group can support, even if the decision is not every member's preference.* If consensus cannot be obtained, Robert's Rules of Order shall guide the voting. For voting purposes, a quorum shall consist of a simple majority of those members or approved designees in attendance. Each member or designee shall have one vote.

**XV. Fund Development**

All money / donations collected will be submitted to: DIISD Business Office (within 5 days of collection) for deposit in the **Great Start Community Partnership Account**.

XVI. New Member Orientation Procedure

1. Director and/or Parent Coordinator meet with new member prior to start of GSC Meeting.
2. All new members will be given the following information at their second GSC meeting:
  - DIGSC-PC Strategic Plan
  - Great Start Collaborative and Parent Coalition Meeting Schedule
  - DIGSC-PC Operating Guidelines and Agreement
3. All new members will be introduced at their first GSC Meeting and asked to give a brief description of their present leadership role(s).

XVII. Procedures and Amendments

The DIGSC Operational Guidelines may be amended by a consensus vote of the members present at the DIGSC. At least one week prior to voting, DIGSC members will receive written notification of the proposed amendment and the meeting at which it will be considered.

Operating Guidelines will be reviewed annually by the Director and revised as needed to comply with relevant current updates as provided by the Office of Great Start/Michigan Department of Education. After revisions are reviewed by the Executive Team, revised Operating Guidelines will be approved by the Great Start Executive Board. The DIGSC membership will vote on the adoption of the revised Operating Guidelines. All Great Start members will be given a copy of the current Operating Guidelines. Upon request, all Great Start Members will be asked to sign and return the Dickinson-Iron Great Start Member Agreement (page 10).

## Dickinson-Iron Great Start Member Agreement

I, and/or my organization, understand the purpose of the Dickinson-Iron Great Start Collaborative (DIGSC) and Great Start Parent Coalition (GSPC) is to provide a Great Start for all children from birth through age eight by assuring a coordinated system of community resources and supports to assist all families in Dickinson and Iron Counties. Resulting in all children beginning kindergarten safe, healthy, and ready to succeed in school and life.

DIGSC is a partnership of local stakeholders and parents building a comprehensive early childhood system for our communities, looking at all the factors that influence a child's readiness for school and life.

**All members are required to be an active member on 1 of the following ACTION TEAMS –**

- Pediatric and Family Health
- Child Care and Social-Emotional Health
- Early Literacy and Early Learning
- Parent Leadership and Family Support
- Communication and Fund Development
- School Readiness Advisory Committee
- Executive Board



– Great Start Collaborative Member Agreement between –

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(Print Agency and Member Name)

### Dickinson Iron Great Start Collaborative

is an assurance, by the above named, to acknowledge and support systemic change through the partnership of Dickinson-Iron early childhood services, support and resources.

### Membership Responsibilities

It is paramount to the success of the DIGSC to have an active and engaged membership. The DIGSC will meet 5 times per year as a full body. When circumstances prevent executive-level members from participation in all required GSC meetings, those members may appoint a high-level administrative or managerial staff person to deliberate and make decisions in their absence. As an active Great Start leader, please read the Operating Guidelines.

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(Signature)

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(Date)

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Great Start Directors, Parent Coordinator (Signatures)

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(Date)

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