



## Individual and Board Responsibilities

<b>Responsibilities of the Board as a Whole</b>	<b>Responsibilities of Each Individual Board Member</b>
Determine JCE’s mission & goals consistent with the legislative intent of Early Childhood Iowa.	Attend all board meetings.
Select the process to ensure administrative functions are covered (e.g. staff).	Prepare for board meetings by reading all materials and come ready to discuss all agenda items.
Ensure effective organizational planning. <ul style="list-style-type: none"> <li>• develop &amp; implement a community plan with identified priorities, based on local assessments, that address human service, education, and health needs for children 0-5 years and their families</li> </ul>	Serve on one work group, board committee, or special project annually.
Ensure effective management of resources. <ul style="list-style-type: none"> <li>• request funding proposals and award contracts</li> </ul>	Participate in one community awareness event annually.
Monitor the quality of JCE funded programs/services and evaluate the outcome of community plans.	Represent JCE in a positive and supportive manner to your constituencies and in the community.
Facilitate broad community input as part of all procedures by forming work groups.	Keep the executive committee informed of community concerns or issues relevant to JCE’s mission & goals.
Ensure the annual plan is submitted each fiscal year to the ECI State Board.	Recognize conflicts of interest between board position and personal or professional life.
Enhance JCE’s public image and visibility.	Advocate for resources to fund the community plan.
Assess our own performance as a board.	Assist in recruiting new board members.

**Johnson County is a safe and healthy community in which to learn, work, and live.**

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