



# Board Membership

## Responsibilities of Early Learning Coalitions

Coalitions were created to oversee and improve the readiness and successful outcomes of children birth to kindergarten in the community (F.S.411.01 and F.S. 1002). The governor appoints the Chair and two additional private sector members. A minimum of 18 and a maximum of 35 may serve on the local Coalition board. The Coalition meets bimonthly on the second Thursday at 4 p.m. in Largo.

**“Never doubt that a small group of committed people can change the world. In fact, it’s the only thing that ever has.”**

**-Margaret Mead**

### Board Roles

- Establish strategic direction
- Ensure resources are available
- Provide oversight/accountability
- Ensure legal and ethical operations: Government in the Sunshine

### Basic Responsibilities

- Determine mission and purpose
- Select, evaluate, and support the executive director
- Ensure effective organizational planning
- Ensure adequate resources
- Manage resources effectively
- Determine, monitor, and strengthen the Coalition’s programs and services
- Ensure legal and ethical integrity and maintain accountability
- Recruit and orient new board members and assess board performance
- Provide outreach and advocacy for Coalition’s mission

### Personal Characteristics Desired

- Ability to analyze and synthesize information, work well in groups and listen to the thoughts and opinions of others
- Willingness to leverage relationships in personal and professional spheres of influence to further the work of the Coalition
- Willingness to work and problem solve with individuals of diverse backgrounds and ethnicity demonstrating mutual respect
- Respect for and adherence to governing laws of the Coalition
- Friendliness, responsiveness, honesty, integrity, and a sense of humor are paramount

### Early Learning Coalition Board Member Expectation Statement

- Attend board meetings, special committee meetings, special events as appropriate
- Be knowledgeable and informed of the Coalition’s mission, vision and overall purpose
- Review the agenda and supporting materials prior to the meetings and contribute positively to the discussion
- Become familiar with the Bylaws and follow them
- Recognize that the only employee of the board is the executive director; the executive director directs the activities of the staff
- Become knowledgeable about the field of early care and education and the importance of quality experiences birth to five
- Serve as an ambassador promoting the work of the Coalition
- Abide by a code of ethics and Government in the Sunshine laws
- Exercise fiduciary oversight by reviewing financial information and asking relevant questions
- Participate in an annual self-assessment for board members



of Pinellas County, Inc.

11350 66th St. N.  
Suite 120  
Largo, FL 33773  
727.548.1439  
[www.elcpinellas.org](http://www.elcpinellas.org)