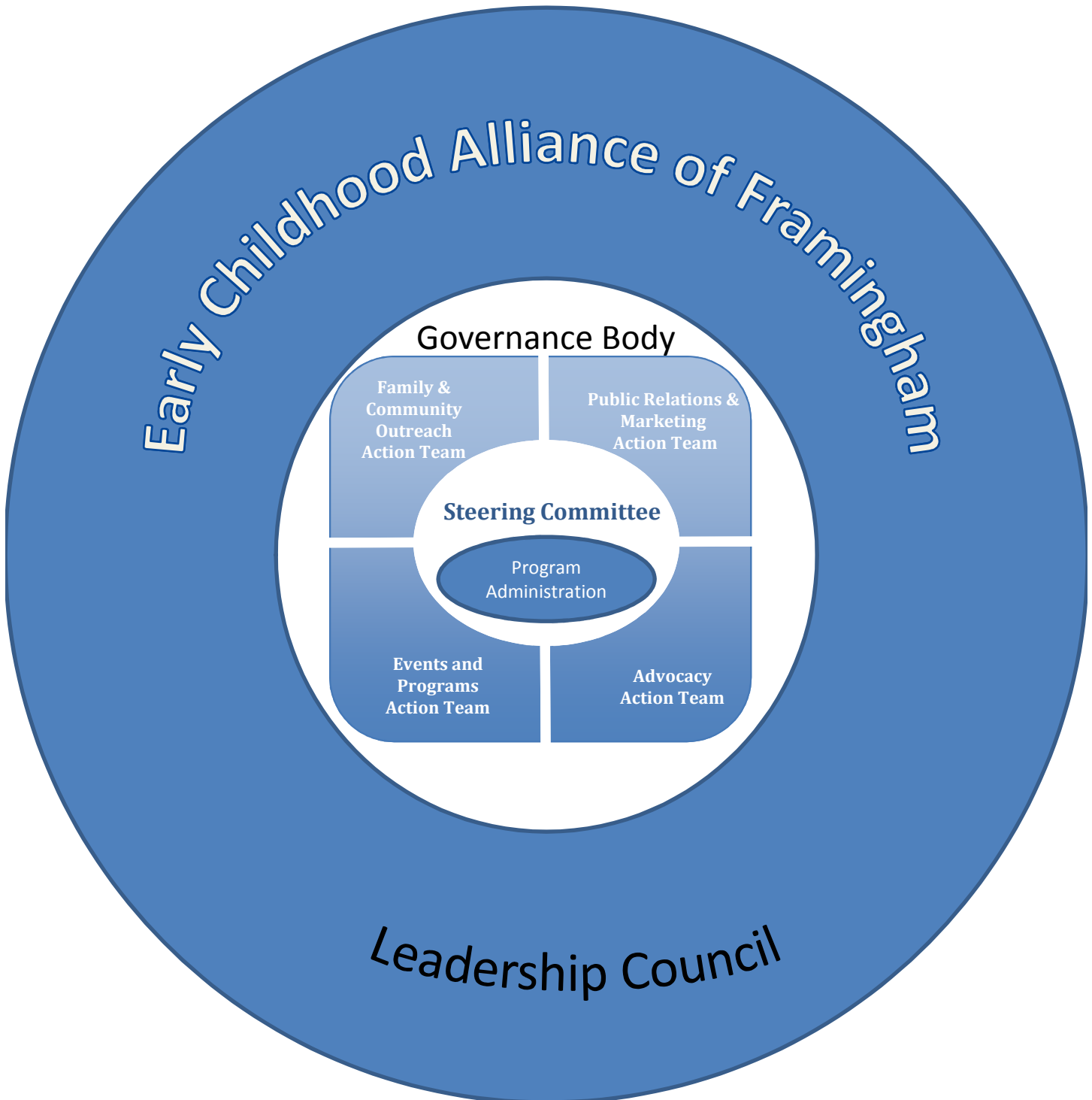




# EARLY CHILDHOOD ALLIANCE

Uniting for young children.....the heart of our community  
Framingham, MA



## Overview of Organizational Structure

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Early Childhood Alliance of Framingham

Leadership Council

# Organizational Definition

*“ Early Childhood Alliance of Framingham (ECAAF) is a collaboration of community advocates who believe in and actively promote early education”*

## **O**ur Vision:

Framingham is a welcoming community for families and professionals that provides comprehensive resources and support for the healthy growth and development of our children.

## **O**ur Mission:

ECAF is dedicated to promoting and supporting the healthy growth and development of young children from prenatal to age eight by strengthening families and advocating for high quality learning experiences.

## **W**hat We Do:

The ECAF ensures access to:

Early learning experiences for children prenatal to age eight

School readiness activities

Early childhood resources and information

Family support and education

Professional development for early childhood educators

Community advocacy of early childhood issues

Transition supports from home to school, early intervention, preschool, kindergarten, special education, and out-of -school time

# ECAF Guiding Principles

**We** believe in strengthening families.

**We** believe in family engagement through active listening

**We** believe in honoring the experiences and knowledge of all types of families.

**We** believe that family is the most central and enduring influence in a child's life.

**We** believe in recognizing, respecting, and appreciating the diversity of cultures, languages, and abilities of all children and families.

**We** believe in healthy development that includes: physical health, oral health, brain building, and social-emotional right from the start.

**We** believe our strength comes from community collaboration, coordination of service delivery, and communication.

**We** believe in giving a voice of our partners through shared leadership and authentic collaboration.

**We** believe our organization's goals are achieved through the building of alliances at the state, regional, and community level.

**We** believe by uniting together we are stronger and are more equipped to access resources that create a seamless delivery system of care that works on behalf of all children and families.

**We** believe our work is based on the foundation laid through research, data, and outcomes.

**We** believe families are best supported with strong public policy and services promoting economic stability, self-sufficiency, and strong and resilient relationships.

# Our Governance Body

**Family & Community  
Outreach  
Action Team**

**Public Relations & Marketing  
Action Team**

## **Steering Committee**

**Chair/Co-Chair**

**Secretary**

**Treasurer**

**Action Team Chairs (4)**

**Representatives At Large (4)**

**Lead Agency Liaison**

**Events and Programs  
Action Team**

**Advocacy  
Action Team**

# Description of Governance Body

The ***Early Childhood Alliance of Framingham Leadership Council*** consists of community partners who are involved with early childhood education, care, and support in Framingham and who contribute to setting ECAF priorities and goals through information sharing , program activities, and advocacy. The **ECAF Leadership Council** meets 2-4 times a year.

The **ECAF Steering Committee** is made up of an executive committee as required by the by-laws. There are 12 steering committee representatives. They include: four executive officers (chair, co-chair, treasurer, secretary), four Action Team Leaders, and four Representatives At Large (families, government representative, private sector representative, and early education expert). The Steering Committee is responsible for adopting clear goals that provide a focus for the ECAF and align with the organization's vision and mission. The **Steering Committee** meets 8-9 times a year.

**The ECAF Action Teams** are task focused and are responsible for setting goals based on the organization's priorities. There are 4 Action Teams. Each Action Team is facilitated by an Action Team Leader. The **Action Teams** meet based on the team's goals and objectives.

**The ECAF Program Administration** is responsible for grant administration and implementing program activities.

# Roles & Responsibilities

## Steering Committee

### Executive Officers

**Chair:** The ECAF Chair provides overall leadership to the Alliance and facilitates all Alliance and Steering Committee meetings.

**Co-Chair:** The Co-chair serves as Chair designee and assumes all of the powers and responsibilities in the Chair's absence and upon the end of the Chair's term.

**Secretary:** The secretary is responsible for taking, preserving and reporting the minutes at all Alliance and Steering Committee meetings. The Secretary will collaborate with the ECAF Coordinator, to efficiently manage ECAF.

**Treasurer:** The treasurer provides oversight of the ECAF budget and is responsible for compiling accurate and timely quarterly financial reports for the Alliance and Steering Committee. All expenditures must be approved by the Steering Committee, and in concert with the Lead Agency.





# Roles & Responsibilities

## Action Team Leaders

**Action Team Leaders:** The Action Team Leaders facilitate Action Team meetings and are responsible for reporting to the Steering Committee on Action Team Work. Action Team Leaders are responsible for volunteer recruitment and the status of action plans.

**Action Team Volunteers:** The ECAF Action Team Volunteers attend regular meetings and contributes their time and talents to successfully achieving all action team goals.

## Representatives At Large

**Representatives At Large:** The Representatives At Large attend all Steering Committee meetings and act in an advisory capacity in their area of expertise. These representatives may include: families, government representative, private sector representative, and early childhood experts.

## Lead Agency Liaison

**Lead Agency Liaison:** The Lead Agency Liaison acts as the link between program administration and the Steering Committee and the communicates ECAF business to the Lead Agency.

# The Four Action Teams

## Responsibilities

1. **Family and Community Outreach Action Team** is responsible for developing effective outreach strategies by communicating, coordinating, and collaborating with community partners.
2. **Events and Programs Action Team** is responsible for the development and delivery of special projects and events that supports the vision and mission of the ECAF.
3. **Public Relations and Marketing Action Team** is responsible for the design and development of an effective communication strategy and marketing plan to support the work of the ECAF in collaboration with community partners such as SOAR 55.
4. **Advocacy Action Team** is responsible for giving a voice to ECAF for developing initiatives through the use of research and data, and, advocacy on the part of legislative, community, and individuals They will also need to be free to do legislative advocacy as some organizations forbid employee involvement in advocacy.



# Program Administration



# Program Organizational Chart

**Department of Early Education & Care  
Coordinated Family & Community Engagement Grant**

**Framingham Public Schools  
Lead Agency**

**Early Childhood Alliance of Framingham  
Leadership Council**

**ECAF Steering Committee**

**Program Administration**

**Direct Service**

**Early Literacy Home Visiting  
Play, Learn & Grow Together  
Groups  
K School Readiness Activities  
Resource & Referral  
Family Support and Education  
Educator Networking & Support  
Leadership Development  
Transition Supports**

**Coordination**

**Communication & Collaboration  
Coordination of Service Delivery  
Networking  
Resource Building  
Exchange of Information & Research  
Data Collection  
Grant Management & Reporting**



Governed By

The Early Childhood  
Alliance of  
Framingham  
By-Laws



**Next Steps Toward Success**