



## Regional Advisory Council Member Position Description

The purpose of the SPARK Regional Advisory Councils (RACs) is to strategically aid, advise and collaborate on technical assistance (TA) support and approaches for early childhood education programs in Indiana. Each of the five service delivery areas (SDAs) has a RAC with 10-15 members, who represent the interest of providers in their community and who provide strategic recommendations to SPARK Learning Lab.

### Essential Functions of RAC Members

Members of the Councils are expected to fulfill the following roles during their 2-year term:

- 1) Provide information, advice, and other counsel to SPARK regarding services and needs within their SDA to achieve quality, relevant, and responsive supports for the child care providers of Indiana.
- 2) Review materials shared by the SPARK team prior to each quarterly meeting. Prepare in advance for decision-making and recommendation formation.
- 3) Make recommendations to be shared with SPARK Learning Lab and partners utilizing your own perspective and the feedback provided by your community in an effort to make a more effective system for those closest to children and their families.
- 4) Attend two virtual orientation sessions at the beginning of each year.
- 5) Attend regularly scheduled quarterly meetings, preferably in-person.
  - a. Failure to attend 50% of the meetings shall result in a review by the Project Director and Chairperson for possible termination of the member's appointment.
- 6) Function as an Ambassador of SPARK Learning Lab and the early education and care community by representing programs and stakeholders in the member's geographical area in advising and collaborating with SPARK on how TA services can best be delivered within the SDA.
- 7) Be accessible for personal contact in between meetings and ad hoc meetings, if needed.
- 8) Promptly respond, preferably within two business days, to communications regarding their Regional Advisory Council.

## **Council Leadership**

Each Council will select a Chairperson and Vice Chairperson during the orientation sessions, who will uphold the following responsibilities:

### **Essential Functions of RAC Chairperson**

- 1) Work with SPARK Learning Lab to establish an agenda for each meeting.
- 2) Lead Council meetings in their SDA.
- 3) Provide leadership and guidance for the Council.

### **Essential Functions of RAC Vice Chairperson**

- 1) Work with SPARK Learning Lab to establish an agenda for each meeting.
- 2) Preside over Council meetings in the Chairperson's absence.
- 3) Provide leadership and guidance for the Council.