

# PFC

## (Partnerships for Families and Children)

### Policies and Procedures

#### 1. Subcommittees/Taskforces:

- ♦ **Subcommittees** – meet throughout the year/annually for development of long term goals
- ♦ **Taskforces** – meet until task is completed
- ♦ To be reviewed and added annually or as needed
- ♦ Reporting to Leadership Council

#### 2. Meeting Structure:

- ♦ **Time/Place**
  - × 1<sup>st</sup> Wednesday of each month – 12:00pm to 1:30pm
  - × AEYC-SEA office – Juneau Empire Building (2<sup>nd</sup> Floor North)
- ♦ **Representative Responsibility**
  - × Rotating Facilitator – responsible for providing snacks
  - × Timekeeper - previous facilitator; responsible for keeping agenda on track
  - × Minutes – will be written and distributed by PFC Coordinator

#### 3. Decision Making:

- ♦ **Options for Decision Making: Consensus vs. Majority** (determined by facilitator)
  - × Sticky Dots - Majority
  - × Red/Green/Yellow Pyramid - Consensus
  - × Hand/Finger - Consensus

#### 4. Representatives/Membership:

- ♦ **MOA (Memorandum of Agreement)**
  - × Determines which agency will be listed as PFC member in the Family Pages Booklet/Community Map/ Letters of Support/PFC Letterhead
  - × Reviewed/Updated annually in April
  - × Each agency's mission should meet the PFC mission
- ♦ **Representative Expectations:**
  - × Agencies should designate one consistent representative to attend the PFC Leadership Council.
  - × The PFC is geared to collaboration between agency leaders and directors to be most effective.
  - × The PFC group uses the Relationship Based Approach emphasizing the importance of consistent and effective team performance.
  - × Each representative is acting on behalf of their agency in all decision making.
  - × An orientation visit and overview packet will be provided to each new representative by the PFC Coordinator prior to the first Leadership Council meeting.
- ♦ **Attendance:**
  - × In order for an agency to remain active, a minimum attendance of 5 PFC Leadership Council Meetings and 1 Quarterly Training is expected. An agency's overall contribution and commitment to the PFC will be taken into consideration.
  - × If unable to attend, detailed minutes will be sent to the representative. A substitute should not be sent. Any questions about the minutes/handouts can be directed to the PFC Coordinator.
  - × If an agency is no longer active, the MOA will be adjusted during the yearly April renewal process.