

# **EC3 Committee Descriptions and Expectations**

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## ***Finance and Facilities Committee***

The Finance and Facilities Committee shall consist of no fewer than three (3) members, one of whom shall be the Treasurer of the Board of Directors. The purpose of the Finance and Facilities Committee shall be to assist in establishing the long-term financial, enrollment, and tuition-rate stability of the centers while maintaining and improving the facilities and classroom equipment. The Committee shall meet 1) in person; 2) at least five (5) times per year; 3) in odd-numbered months.

## ***Program Committee***

The Program Committee shall consist of no fewer than three (3) members, one of whom shall be a member of the Executive Committee. The purpose of the Program Committee shall be to assist in providing high-quality, curriculum-based, educational, and social development programming for enrolled children of every age. The Committee shall meet 1) in person; 2) at least five (5) times per year; 3) in odd-numbered months.

## ***Development and Marketing Committee***

The Development and Marketing Committee shall consist of no fewer than three (3) members. The purposes of the Development & Marketing Committee shall be to assist in establishing the long-term financial, enrollment, and tuition-rate stability of the centers while attracting and retaining well-qualified and effective teachers and staff. The Committee shall meet 1) in person; 2) at least five (5) times per year; 3) in odd-numbered months.

## **LENGTH OF TERM:**

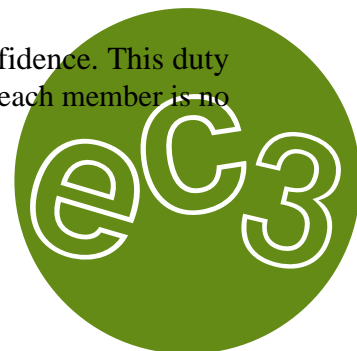
The term of service shall be a minimum of one (1) year.

## **MEETINGS AND COMMITMENT:**

Committees of the Board meet on the third Tuesday of odd-numbered months, 5:30 p.m., either virtually or in the EC3 gym. Much of the planning and communication involved in being on a committee is done through e-mail.

## **EXPECTATIONS OF COMMITTEE MEMBERS:**

- Having good attendance at committee meetings;
- Being or becoming familiar with EC3's finances, budgets, and financial/resource needs;
- Understanding the policies and procedures of EC3;
- Volunteering their services, skills, and time to the center;
- Being alert to community concerns that can be addressed by the EC3 mission, objectives, and programs, and promoting EC3 in business and social situations;
- Keeping all committee discussions, issues, deliberations and the like in confidence. This duty of confidence shall remain for all committee members while serving and after each member is no longer elected and serving on the committee.



# Committee Application

<b>Name</b>	
<b>Preferred E-mail</b>	
<b>Preferred Phone</b>	
<b>Employer/Vocation</b>	
<b>Committee Selection</b>	<input type="checkbox"/> Finance & Facilities <input type="checkbox"/> Program <input type="checkbox"/> Development & Marketing

*Please list boards and committees that you have served on, or volunteer for (business, civic, community, fraternal, political, professional, recreational, religious, and/or social).*

*Please mark all of the following areas of skill/experience that apply*

- |   |   |
|---|---|
| <input type="checkbox"/> Finance, accounting, budget        | <input type="checkbox"/> Grant writing, fundraising   |
| <input type="checkbox"/> Personnel, human resources         | <input type="checkbox"/> Community outreach, advocacy |
| <input type="checkbox"/> Administration, management         | <input type="checkbox"/> Government relations         |
| <input type="checkbox"/> Policy development                 | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Program development and evaluation | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Public relations, communications   |   |
| <input type="checkbox"/> Education, instruction             |   |
| <input type="checkbox"/> Special events                     |   |

*Please share a few things about yourself, such as your EC3 connection (if applicable), occupation, community activity, special interests, and why you are interested in serving on an EC3 committee.*

<b>Signature of Applicant</b>	
<b>Date of Submission</b>	

Email the completed form to [elisabeth.tobia@ec3kids.org](mailto:elisabeth.tobia@ec3kids.org).

