

Area Representative



Handbook

1. There is only one Area Representative per area.

Area boundaries correlate with the Early Learning Coalition's county or multi-county area. The Area Representative will act as a liaison to the Resource & Referral Agency and Early Learning Coalitions; will promote and share FFCCHA information with support groups and all providers in their designated area; will contact the providers in the area who are not members of an FFCCHA chapter; and to encourage participation in FFCCHA events and recruit new members.

2. An Area Representative is a Full Board position with voting privileges.

- a. Must submit an application for the open or expiring position through the Area Rep Coordinator (ARC) and meet all qualifications for the position.
- b. The ARC makes a recommendation for the AR applicant to the Executive Committee (EC) for approval. The EC will vote. If approved then the AR applicant is presented to the Full Board for a vote. If more than one member applies for the position, then there will be a written ballot vote by FFCCHA members from their local area.
- c. Any vacant AR positions may be filled by appointment. The ARC qualifies applicant and makes a recommendation to the President. The President's appointment is voted by the EC. The EC approval can be obtained via email voting and the appointed AR can begin serving prior to the Full Board meeting vote.
- d. Term is two years in length (maximum of 2 consecutive terms).
- e. Odd number areas are elected in odd years and even numbered areas are elected in even years.
- f. AR votes to represent what is best for the area, not a personal view.

3. Area Representatives are required to attend:

Area Rep Meetings during Quarterly State Meetings; Full Board Meeting; Leadership Summit, Annual General meeting and Conference.

If an Area Representative is UNABLE to attend:

- a. They are requested to send a proxy in their place whom is a member of FFCCHA.
- b. They must notify the ARC at least one week prior to the meeting by submitting a letter naming the proxy and granting him/her permission to cast a vote on behalf of the area signed by the AR via mail, email, or phone if emergency (submit later in writing)
- c. May not exceed more than one unexcused meeting a year or position will be terminated.
- d. Any area not represented by an AR or proxy at any state meeting will forfeit their voting privilege during that meeting

4. Three weeks before any meeting, ARs will send the ARC a written report either via mail or email. This report needs to include all of their activities that promoted FFCCHA.

5. After any FFCCHA meeting, ARs should go back to their areas and disperse the information they obtained at the meeting. This information should be given to the local R&R, Coalitions, licensing agencies, providers who are not a member of an FFCCHA chapter, and support groups in their areas.

6. It is anticipated the ELC will come to the AR when they have info to share with all providers (sharing is volunteered by the Resource & Referral Agency)

7. ARs need to be knowledgeable about all the associations or support groups in their area

- a. To inform providers of their options of support and encourage them to join an existing association or support group.
- b. If none, then assist in the formation of a support group or new chapter
- c. In between quarterly meetings the ARs should attend coalition meetings or send a representative.
- d. Keep in touch with local FFCCHA chapters and support groups in your area so that you will be aware of their needs.
- e. Hold meetings if necessary.
- f. Get important information out in between meetings if necessary

8. The AR Secretary is a current AR nominated and elected by ARs at the Quarterly State meeting for a term of 1 year and may be re-elected for a second term.

- a. Take attendance using a sign-in attendance sheet
- b. Take minutes at state quarterly AR Meeting
- c. Submit written minutes to ARC and EC Secretary within 2 weeks of meeting