



Denise Louie Education Center Board Member Job Description

Term: Two years, expiring in December

Term limit: None

Purpose: The Board of Directors acting as a whole, determines the mission of the organization, and ensures through the Executive Director, that the mission is achieved. The Board establishes the broad policies of the organization, ensures financial viability, and advocates on behalf of the organization. Consistent with the Head Start philosophy and performance standards, the Board shares some decision making responsibilities with the Policy Council, a separate body composed primarily of parents from the program.

Background

Denise Louie Education Center (DLEC) was founded in 1978 with the leadership of long-time community leader, Bob Santos. The International District Child Care Center started in the basement of the old Bailey Gatzert Elementary school. The agency began by meeting the child care needs of the many Asian immigrant restaurant and garment workers living and working in the International District.

Today, Denise Louie Education Center serves over 975 children (prenatal to five years old) and families with quality, multi-cultural preschool service, comprehensive home visiting services, and Play and Learn groups. These services are funded by Head Start/Early Head Start, Step Ahead City funding, Working Connection Child Care, United Way, and grants from foundations and donors. Over 80% of our children speak a language other than English at home with our staff speaking over 15 languages from Somali to Mandarin to support our community.

DLEC's mission promotes school and life readiness by providing multi-cultural early learning services to vulnerable children and families. We will respect and preserve each child and family's individuality, cultural heritage and home language. We will promote personal and social responsibility with integrity and love in an open, tolerant and safe environment. We prepare families and children, birth to age five, for a lifetime of learning and success.

General Roles & Responsibilities

The general Board roles and responsibilities are as follows:

1. Attend all board meetings (8 of 11 required);
2. Participate on at least one board committee;
3. Participate in the board's annual retreat;
4. Make a personal financial gift at a leadership level;
5. Volunteer at least one time per year in the classroom, field trip, parent meeting, staff meeting or other activity involving DLEC children and/or families;
6. Help solicit other contributions to the organization or assist with a fundraising event/activity;
7. Participate in the hiring and/or evaluation of the Executive Director;
8. Recruit other board members or volunteers; and
9. Speak or represent DLEC at a community event.

Head Start Specific Responsibilities

DLEC receives a majority of its funding from the United States Department of Health and Human Services for its Head Start program. The Head Start performance standards require board participation in and/or approval of the following activities:

1. Procedures for program planning;
2. Program's philosophy and long and short range program goals and objectives;
3. All funding applications and amendments to funding applications;
4. Composition of the Policy Council and procedures by which the policy groups are chosen;
5. Written policies and that define roles and responsibilities of governing body members and that inform them of the management procedures and functions necessary to implement high quality program;
6. Procedures describing how the policy group will implement shared decision-making; and
7. Internal dispute resolution procedure.

Board commitments

As a member of this board, I commit to the following:

1. Hold this agency to a high standard of performance and actively participate in this to make this a world class organization;
2. Understand my roles and responsibilities and to be sufficiently knowledgeable about our agency and its operations to make informed decisions;
3. Read the materials sent to the board and come prepared to board and committee meetings;
4. Arrive at meetings on time and stay for the full agenda unless I have otherwise notified the board or committee chair;
5. Ask for clarification on any matters or material that I do not understand before making a decision;
6. Actively participate in identifying and exploring a variety of opinions and options before voting on an important board matter;
7. Listen carefully to other board members and staff with an open mind and an objective perspective and try never to dominate the discussion;
8. Put aside my personal agendas and pledge to actively work only toward those decisions and solutions that are in the organizations best interests;
9. Respect the confidentiality of the board's business;
10. Honor the principle of "no surprises" and expect that my fellow board members and our executive director will do likewise;
11. Avoid and declare any conflicts of interest; and
12. Adhere to the DLEC standards of conduct.

DLEC Standards of Conduct

It is the responsibility of all employees, consultants, and volunteers to represent the agency to the public in a professional and ethical manner at all times. Employees are also expected to conduct themselves accordingly in the performance of their job duties. **Violations of these standards may result in corrective action, which may include dismissal.** Standards include, but are not limited to:

- treat all clients and colleagues in a respectful manner;
- comply with applicable laws and regulations;
- observe federal laws and regulations regarding political activity;
- ensure that agency facilities, equipment, resources, goods and services are used only as authorized for intended purposes;
- work assigned hours; comply with agency employment policies;
- discharge your assigned duties and responsibilities at an acceptable level of performance;
- be able to work as required by the job description; and
- maintain accurate records of services, activities, expenses and time, and provide accurate information on required forms and reports.

Of particular concern is the care and treatment of the children we serve. The highest standards of conduct are required of employees, consultants, and volunteers, including:

- respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- follow program confidentiality about children, families, and other staff members;
- leave no child unsupervised while under agency care;
- use positive methods of child guidance and do not engage in corporal punishment, emotional or physical abuse, or humiliation; and
- do not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

I understand that the violation of any of the above mentioned standards may:

- Be grounds for immediate dismissal of from employment;
- Result in the termination of the contract for services; or
- Result in the discontinuation of my rights to volunteer in the program.

Signature _____ Date _____

Name Printed _____

Thank you for deciding to support Denise Louie Education Center as a board member!