

COMMUNITY ADVISORY COMMITTEE DRAFT CHARTER



PURPOSE STATEMENT

To support SEWA's **mission, visions, and values**, the CAC will provide guidance, insights, and strategic advice to SEWA on programmatic and policy efforts such as new home visiting models, innovations and improvements to existing models, strategies to effectively meet the needs of communities beyond home visiting and expanding the supports to the early learning workforce. CAC members will also inform SEWA's policy positions and intersect with our advocacy/policy team. The CAC will advance SEWA's diversity, equity, inclusion, and belonging goals by grounding SEWA's programs and policy efforts in the voices and experiences of Washington's early learning professionals and the families they support.

STRUCTURE OF THE COMMUNITY ADVISORY COMMITTEE (CAC)

The CAC will be comprised of ~8 that represent early learning partners within the state of Washington. The first 8 members will be an inaugural group supporting SEWA in establishing the CAC and SEWA priorities. There will be an open LOI advertised to the field. SEWA staff, along with the Chair of the CAC, will comprise the review committee and will make determinations based on priorities that will be shared within the LOI.

The CAC will meet on for the following cadence:

- Quarter 1 – Monthly for one hour to provide time for rapport building among the CAC members
- Quarter 2 – 4 – Quarterly for (1/1.5-2 hrs.)

Committee meetings will be held primarily virtually to support participation across Washington with the possibility to meet in-person as resources allow and decided amongst CAC members.

Decision-making processes will be determined by the CAC.

MEETING FACILITATION

SEWA will be responsible for virtual invites (Zoom/Teams links and calendar holds), agenda preparation and distribution, and accommodations for CAC members for their full participation during all meetings.

Agendas will be sent to CAC members at least 48 hours before meetings via email. If agenda preparation materials require more time and effort for CAC member review, SEWA will provide materials at least 1 week in advance.

MEETING FACILITATION (CONTINUED)

During each meeting, the CAC will provide strategic consultation to SEWA about key priorities and issues we are wrestling with. SEWA staff will provide updates on the status of any decisions or recommendations the CAC provided.

No more than two SEWA staff outside of the SEWA facilitator will join CAC meetings to support balanced participation. Invitations for certain perspectives to meetings may be sent as determined by CAC, such as funders, policy, NEAR/trauma informed work, or other perspectives deemed necessary by the group.

MEMBERSHIP

CAC Members will:

- Be selected based on their professional and personal expertise, experience, and knowledge in the field of early learning and supports to children and families.
- Be invited to serve on the committee for 2 years with a chance to renew membership if desired.
- Be invited to all meetings however, SEWA recognizes that attendance at all meetings is not always possible. If members are unable to attend, they will have access to notes from each meeting and the possibility to connect directly with SEWA staff to provide further input.
- Be provided accommodations such as translation and interpreter services as requested.
- Support SEWA in establishing the CAC.
- Have an opportunity to provide feedback after each meeting to refine meeting facilitation.
- Will be compensated per meeting for sharing their time, expertise, and wisdom.

Benefits of Participation in the CAC:

- Direct compensation for sharing time and wisdom
- Resume building
- Networking opportunities
- Leadership skill development
- Platform to address workforce concerns and priorities
- Inform policy agendas for the early learning field