**Pyramid Model State Leadership Team Membership Policy**

**Vision Statement:** *All New Hampshire families, early childhood programs, and communities have the capacity to support the social emotional well-being of infants and young children.*

**Mission Statement:** *The New Hampshire Pyramid Model State Leadership Team will lead the development of a sustainable, complementary state and local infrastructure for the implementation of the Pyramid Model framework.*

**Background**

Prior to moving forward in becoming the 28th Pyramid Model State with the Pyramid Model Consortium, NH convened multiple planning meetings in 2016, which included determining the criteria for NH Pyramid Model State Leadership Team (PM SLT) membership. In May 2016, participants in the planning meetings reached consensus on the following criteria for membership, which were adapted from the *SEE (Sustainable Early Engagement) for Change* project and based on Pyramid Model recommendations. The criteria and membership were refined during the initial meetings of the SLT.

 **General Guidelines**

* PM SLT membership must include:
* State and local, public and private organizations, programs and administrators that are engaged and/or interested in the work and have decision-making authority;
* Geographic and (to the maximum extent possible) cultural diversity; and
* Representatives from health, early learning and family support.
* Representatives have decision-making authority.
* The number of representatives is limited to the Pyramid Model-recommended size (12-15) for maximum efficiency, unless otherwise determined by the SLT.

**Representatives**

The PM SLT includes the following 19 representatives. One member may represent two different organizations/agencies, with SLT consensus.

1. State Mental Health & Education
2. State Preschool Special Education
3. State Head Start
4. State Child Care
5. State Infants & Toddlers with Disabilities
6. State Public Health – Maternal and Child Health
7. Preschool Technical Assistance Network
8. Family Organization
9. Higher Education
10. Local Preschool Special Educator using or planning to use Pyramid Model
11. Project LAUNCH – Manchester
12. Early Childhood Public School Education
13. Professional Development and TA Systems
14. Philanthropic Organization
15. Early Childhood Program using Pyramid Model (Head Start or Child Care)
16. NH Infant Mental Health Association
17. State Children’s Behavioral Health
18. Coalition/Community of Practice Using Pyramid Model
19. Spark NH, Early Childhood Advisory Council

**SLT Member** **Additions**

The SLT will review the current membership (representations vs. individuals) once per year to determine whether or not additional members are required to best carry out the work of the Team. At the Team’s discretion, new members (representations) may be added, following the guidelines on page 1. Any SLT member may make a proposal to add a new member (representation) during the membership review, and the SLT will reach consensus on any such proposal.

**New SLT Member Orientation**

In order to welcome new members and ensure they have the information they need to comfortably and fully participate in the SLT, all new SLT members will participate in the SLT member orientation process prior to attending their first SLT meeting.

**Membership Terms**

There are no established term limits for State Leadership Team (SLT) members.

**Member Roles and Responsibilities**

SLT members are tasked with the following roles and responsibilities:

1. Attend all regularly scheduled meetings.
2. Read meeting minutes and review materials associated with prior or upcoming meetings, as necessary.
3. Advance and support the SLT’s vision and mission.
4. Commit to candid discussions and consideration of diverse ideas in an atmosphere of mutual respect.
5. Participate in at least one SLT work group.
6. Communicate frequently with the constituency they represent and bring any insights and concerns to the SLT for discussion.
7. Speak for the constituency group that they represent.
8. Share information with their organizations, recognizing the responsibility to communicate in a manner that does not create barriers to future collaboration.
9. Share information with their organizations’ leaders (e.g., supervisors, directors, administrators, etc.) to:
10. Enhance the leaders’ knowledge of the Pyramid Model (including its importance and benefits), and
11. Promote commitment to the members’ participation on the SLT.
12. Acknowledge a possibility of discord between SLT decisions and their organizations’ objectives.
13. Agree to properly represent SLT decisions and to help their organizations understand the differing position and interests the SLT represents.

**Attendance and Absences**

Members are expected to attend meetings to enhance the effectiveness of the SLT. If members are unable to attend a meeting, they will, to the best of their ability:

* Give prior notification to the SLT facilitator as early as possible, and
* Contact the facilitator or other SLT member following the meeting for an update on the meeting proceedings and any new responsibilities and/or assignments.

Face-to-face participation in meetings is prioritized. Members not able to attend in person may participate by telephone or video conferencing if the equipment is available and the SLT facilitator has been notified sufficiently in advance to arrange for distance participation.

**SLT Member** **Replacement**

If members are unable to attend meetings on a regular basis, are leaving their position or wish to rotate the representation from their organizations, they will adhere to the following procedures as much as possible:

* Identifying/Nominating or Appointing a Replacement
* **State agencies***.* Members representing a state agency will appoint a replacement member from that agency/bureau/office to the extent possible.
* **Non-state agencies/organizations**. Representatives from non-state agencies/organizations who plan to resign from the SLT will work with their organizations/agencies to:
* Identify and nominate a replacement to serve on the SLT, and
* Promote their replacements’ participation on the SLT to the best of their ability.
* Submitting Notice and Nominations for Replacement Members to the SLT
* SLT members will send a notice of resignation to the SLT facilitator, which includes the date of resignation and the names, titles and positions of replacements they wish to appoint or nominate as replacements, as applicable.
* Confirming Replacement Members
* The Core Team will reach consensus on replacement member nominations and bring the recommendations to the SLT, which will accept or reject the recommendations by consensus. When reviewing nominations, both the Core Team and SLT members will consider the general guidelines for SLT membership described on page 1.

**I have reviewed and understand this membership policy and agree to the role and responsibilities of a Pyramid Model State Leadership Team member.**

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**Name Date**