

# Illinois Pyramid Model State Leadership Team Membership Policy

## Our Mission

Early childhood education and care systems in Illinois are committed to promoting and supporting a racially equitable, inclusive, and diverse society that embraces healthy social-emotional development for all children ages birth through five and their families across settings.

## Our Vision

Illinois envisions a racially equitable, inclusive, and diverse integrated system of professional development across early childhood education and care programs to provide ongoing information, resources, and supports for young children's social-emotional development.

## Background

Prior to moving forward in becoming the 31<sup>st</sup> Pyramid Model State with the Pyramid Model Consortium, IL convened planning meetings in early 2017, which included determining the vision and membership for IL Pyramid Model State Leadership Team (PM SLT). In July 2017, IL convened their first SLT meeting, set ground rules and expectations for the SLT based on Pyramid Model Road Map to Implementation. Since then, the SLT has met monthly as a full leadership team or in focused workgroups.

## Membership and Logistics

- criteria for membership
- ground rules and logistics
- membership succession
- orienting new members
- workgroups

## Pyramid Model State Leadership Team Membership Criteria

The PM SLT will ensure diverse membership from public and private stakeholders across Early Childhood Education and Care (ECEC); a member may represent two different stakeholder roles. The PM Core SLT will include representatives from:

1. Governor's Office of Early Childhood Development
2. Illinois State Board of Education
3. Illinois Head Start Association
4. Illinois Department of Human Services
5. Early Intervention
6. Illinois Department of Children and Family Services
7. Illinois Early Learning Council
8. Advocacy
9. Family Advocate and Family Member
10. Infant and Early Childhood Mental Health Consultation
11. Professional Development Grantees
12. Dual Language Learners
13. Home Visiting
14. Master Cadre Members
15. Early Learning Program
16. Community Systems Development
17. Higher Education (2- and 4-year programs)

18. Philanthropic Organization
19. Pyramid Model Technical Assistance (as needed)

### *SLT Members Representation*

The SLT will review the current membership representation once per year to determine whether additional members are required to best carry out the work of the SLT. At the Team's discretion, new members (representations) may be added. Any SLT member may make a proposal to add a new member (representation) during the membership review, or an individual/agency may request membership and submit a membership request application to SLT Implementation Director for consideration with the SLT approval.

### *Membership Terms*

Currently, there are no established term limits for State Leadership Team (SLT) members.

## **Ground Rules and Logistics**

### *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 to:
  - a. Enhance the leaders' knowledge of the Pyramid Model (including its importance and benefits), and
  - b. Promote commitment to the members' participation on the SLT.
10. Agree to properly represent SLT decisions and to help their organizations understand the different perspectives 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 Staffer and Coordinator
- Contact the SLT Staffer, Coordinator, or other SLT member following the meeting for an update on the meeting proceedings and any new responsibilities and/or assignments.

## SLT Membership Succession

If members are unable to attend meetings on a regular basis, are leaving their position, or wish to resign from the full SLT, 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
  - **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
    - 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 an email notifying the SLT Leadership of their resignation which includes the date of resignation, names, titles, and positions of replacements they wish to recommend as replacements, as applicable.

## 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. New members will receive a mentor from the current SLT for a smooth orientation.

## SLT Workgroups

The SLT has three Working Groups: Professional Development, Implementation, and Data and Evaluation. Each workgroup is assigned a facilitator to guide the workgroup through an action plan. Workgroups meet at minimum monthly, and more often as needed. Workgroup members do not have to be SLT members. Individuals interested in supporting the work of the State Leadership Team (SLT) are asked to complete the *SLT Prospective Membership Application* to first join one of the three standing workgroups. As openings occur on the core SLT, new members may be selected from workgroup participants to ensure representation of diverse perspectives.

**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**

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**Date**