

**Area:** Management Systems

**Subject:** MS04 – Communication with Governing Bodies and Policy Groups

**Reference:** 1304.51 (d)(1-4)

**Policy:** Program information will be communicated to Governing Bodies and Policy Groups in a timely manner.

**Procedure:**

1. Executive Director distributes in a timely manner to the Governing Body relevant and/or pertinent program information pertaining to:
  - a. Procedures (new and/or revised)
  - b. Timetables for program planning
  - c. Communication from funding agencies including regulations, policies, legislation, and advocacy
  - d. Program and financial reports
  - e. Program operations, plans, and policies
2. Director II/Child Development Supervisor distributes in a timely manner to the Policy Groups (Policy Committee/Policy Council) relevant and/or pertinent program information pertaining to:
  - a. Procedures (new and/or revised)
  - b. Timetables for program planning
  - c. Communication from funding agencies including regulations, policies, legislation, and advocacy
  - d. Program and financial reports
  - e. Program operations, plans, and policies
3. Executive Director distributes program information to the Governing Body via:
  - a. Written (including but not limited to memos, letters, agendas, minutes, flyers, reports, summaries, plans)
  - b. Verbal (telephone, face-to-face, voice mail, meetings, videoconference, teleconference)
  - c. Electronic (email, Internet)
4. Director II/Child Development Supervisor distributes program information to the Policy Groups via:
  - a. Written (including but not limited to memos, letters, agendas, minutes, flyers, reports, summaries, plans)
  - b. Verbal (telephone, face-to-face, voice mail, meetings, videoconference, teleconference)
  - c. Electronic (email, Internet)
5. Executive Director distributes information to the Governing Body within 10 business days upon receipt and/or completion of items 1a – 1e.
6. Director II/Child Development Supervisor distributes information to the Policy Group within 10 business days upon receipt and/or completion of items 2a – 2e.
7. Executive Director/Director II/Child Development Supervisor distributes copy(ies) of relevant and/or pertinent program information to Division staff and ensures that a copy is filed in the centrally located filing system.
8. Executive Director/Director II/Child Development Supervisor follows up verbal communication with written and/or electronic communication to summarize information

shared.

9. If follow-up communication is documented as a memorandum, copy(ies) are distributed to appropriate Division staff and filed in the centrally located filing system.
10. Executive Director/Director II/Child Development Supervisor can schedule meetings on an as needed basis with policy groups based on importance of information to be shared and notify appropriate Division staff that their attendance is required.
11. Division Administrator schedules quarterly meetings and on an as needed basis with Governing Bodies based on the importance of information to be shared and notifies D2 and/or Director I, if their attendance is required.
12. Executive Director/Director II/Child Development Supervisor prepares agendas, sign-in sheets and has copies of discussion materials, if necessary, for meetings.
13. Executive Director/Director II/Child Development Supervisor prepares summaries and/or minutes, distribute to all attendees and absent staff and ensure that a copy is filed with the sign-in sheet in the centrally located filing system.

**Supervised by:** Executive Director

**Performed by:** Director I, Child Development Supervisor II

**Forms needed:** Memos, letters, agendas, sign-in sheets, minutes, flyers

**Frequency:** As needed.