



## **Public Policy Council Member Position Description**

### **Purpose of the Public Policy Council:**

To develop recommendations for public policy priorities, issue positions, and ballot measures for the Children's Alliance and to present them to the Board of Directors. The Public Policy Council (PPC) is a committee of the Children's Alliance Board of Directors; members of the PPC include Board and non-Board members approved by the current PPC after an application process.

### **Time Commitment:**

- Six meetings per year, currently held via Zoom. Meetings are held the third Friday of every odd-numbered month from 10 a.m. to noon, except during legislative session, when they are held from 10-11 a.m.
- Membership is ongoing. Annually, staff will ask that members reaffirm their commitment to serve on the PPC, and to meet the requirements of the Position Description and the Norms and Expectations.
- Members are expected to advocate for issues with whatever time they can commit and contact their legislators in response to the Children's Alliance's legislative alerts.

### **Membership Requirements:**

- Members must be passionately engaged in shaping public policy to benefit children and families and to undo institutional racism in Washington.
- Members of the PPC serve as individuals; they are not representatives of organizations. Members are asked to disclose if there are potential conflicts regarding issues before the PPC and their outside work, and to maintain transparency about the reasons for their decisions on Children's Alliance issues.
- Council members must be current [members of Children's Alliance](#). It is OK to be either an individual member or affiliated with an [organizational member](#).
- Participate in all six meetings each year. Participation is defined as attending on the phone or via Zoom, or by sending in thoughts and comments to the PPC members on meeting business in advance if the member is unable to attend.
- Comply with PPC Norms and Expectations (below).
- Connect/network with other advocates and organization and help build relationships between these groups and Children's Alliance.
- Help develop policy initiatives for review by the Council. Help determine Children's Alliance priorities and strategies. Work with staff to develop and analyze policy proposals.
- Be available to help staff with lobbying efforts. This might include providing written or oral testimony to legislative panels and attending Children's Alliance legislative advocacy days.
- Promote the entire Children's Alliance agenda, not simply those issues that are within their area of interest/expertise.
- Review preparation materials prior to meetings and notify Chair and/or staff if absence is expected.
- While each person contributes specific expertise or experience, and may have agency affiliations, when we deliberate and/or vote, we give consideration to what is best for all of Washington's children, using Children's Alliance racial equity policy analysis tools.
- Priority is given to individuals with previous experience with Children's Alliance.

## **Public Policy Council Norms and Expectations**

- We will keep Children's Alliance's strategic focus on racial equity at the heart of our discussions and decision-making.
- The goal for all members is to attend all meetings, actively participate and devote time to tasks between meetings. We trust members to prioritize time for Public Policy Council meetings and participation in the way that works best for them to meet these Norms and the Position Description.
- Members are responsible for governing their own potential conflicts of interest and deciding when it is or is not appropriate to participate and/or vote.
- Notify Chair or Children's Alliance staff facilitator if absence is expected.
- We will strive for consensus in decisions. When consensus is not possible, decisions will be made by majority vote. Recommendations to the Board will be by majority vote.
- Use active listening skills; ask questions; assume good intent about others' ideas or motives.
- We won't have meetings unless it's necessary.
- We'll think of ourselves as a team with joint responsibility for effectiveness. While each person is contributing specific expertise or experience, and may have agency affiliations, when we deliberate and/or vote, we are giving consideration to what is best for all of Washington's children.
- If it comes to a decision between a quality decision-making process and expediency, we'll take the extra time.
- We'll strive to divide labor in such a way to involve all members in a way that takes advantage of their skills, experience, expertise, time constraints and interests.
- Everyone is responsible for being a critical evaluator, anticipating issues and being constructive.
- We encourage diverse thinking. Disagreement is welcome and expected.
- We will be deliberate and intentional in our decision-making (i.e. we'll sometimes make tentative decisions and then revisit them to finalize).
- We will have fun!