



Steering Committee Orientation Information

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WHO WE ARE -

The New York State Parenting Education Partnership (NYSPEP) is a professional organization for individuals engaged in or interested in parenting education. Membership includes parenting educators, related professionals, students and lay leaders who provide services to parents and families with children, and those who fund, support and advocate for parenting education, at local and state levels in New York. Members work at local and state levels, to enhance parenting skills, knowledge and behavior that ensures children grow in nurturing environments.

- ✚ NYSPEP serves as source of information, resources, and support for parenting education and support programs in New York State.
- ✚ NYSPEP establishes professional standards for the field, through the Parenting Educator Credential core competencies that define knowledge and skills needed to provide high-quality programs.
- ✚ NYSPEP provides in-service education at localities across the state through *Strong Roots* full-day training on topics associated with effectiveness in parenting education.
- ✚ In addition, NYSPEP provides professional development webinars for those who serve parents and families, at no cost to participants.
- ✚ NYSPEP awards grants each year to providers of evidence-based parenting education services. Intended to increase access to those services, the grants are awarded through a competitive application process.
- ✚ On an annual basis, NYSPEP hosts a Member Meeting day that includes a keynote presentation, breakout sessions and networking opportunities.
- ✚ NYSPEP also participates at events presented by other organizations with a parent-child emphasis, such as NYS Association for the Education of the Young Child, Prevent Child Abuse New York, the Early Care and Learning Council, and the Governor's Early Childhood Advisory Council.
- ✚ NYSPEP developed and continues to sponsor *Community Cafés*, meetings in local communities that are focused on conversations among parents and agencies, based on the Protective Factors Framework.

Membership in NYSPEP is free and provides parenting educators and advocates with opportunities to increase their professional development and to network with other individuals in the field.

For additional information about NYSPEP including how to become a member, current projects and links to resources, please visit our website at: NYSPEP.ORG or contact the NYSPEP Coordinator, email nyspep@nyspep.org.

WHAT IS THE NYSPEP STEERING COMMITTEE?

NYSPEP is a voluntary collaboration of individuals who work together to provide, promote and enhance effective parenting education and strength-based support for families in our state.¹ Founded in 2007, it is not a separately incorporated agency. Rather, it is an organization based on cooperative efforts among parenting educators and those who employ, fund and support them.

NYSPEP was organized by and is supported by state-level agencies, collectively called the Conveners.² Representatives from each Convener agency and other parenting education leaders comprise a Steering Committee, which develops and implements NYSPEP projects, with support from paid staff.

Steering Committee members provide guidance, time and expertise to NYSPEP.

- As a group, they make and approve major operational decisions, strategic and action plans, and budgets, either directly or by approving the work of its Executive Committee.
- Individually, they actively participate in at least one of NYSPEP's Workgroups, all of which are chaired by Steering Committee members.³

Steering Committee members are encouraged to be a resource for and to represent all parenting education providers and their consumers. They attend full membership meetings/institutes and NYSPEP events in their communities, and serve as liaisons to various collaborations and agencies with whom NYSPEP works.

Logistics:

- The Steering Committee meets at least quarterly, twice a year in person, other times by conference call.
- Members serve for two years, with the option to continue after that time.
- The Executive Committee meets monthly to make operational decisions on behalf of the Steering Committee, and coordinate NYSPEP projects and operations.
- Executive Committee includes Workgroup chairs and representatives of each Convener agency. Its meetings are open to all Steering Committee members.

[The document NYSPEP Operating Principles (1/22/18) further details responsibilities and operations of the Conveners, Steering Committee, and Executive Committee.]

¹ Mission: To promote and improve parenting education, in order to enhance parenting skills, knowledge and behavior. Vision: That all children grow up in nurturing families. "Parenting" applies to all people who have primary responsibility for raising and nurturing children.

² As of 2018, the conveners include four New York State agencies: the Council on Children and Families, the Office of Children and Family Services' Children and Family Trust Fund, the Office of Mental Health, and the State Education Department, and the nonprofit Prevent Child Abuse New York.

³ In 2018, Workgroups include Credentialing, Professional Development, Communications, Community Connections, and Annual Meeting/Institute.



nysparenting educationpartnership

Mission: To enhance parenting skills, knowledge and behavior by developing a strong, statewide network that promotes, provides and improves parenting education.

OPERATING PRINCIPLES

Revised and approved January 22, 2018

The NYS Council on Children and Families, the NYS Office of Children and Family Services' Children and Family Trust Fund, the NYS Office of Mental Health, the NYS Education Department and Prevent Child Abuse NY, collectively called "the Conveners," support the New York State Parenting Education Partnership (NYSPEP) to create a culture of positive parenting in New York State as a strategy to enhance social-emotional development and prevent child abuse and neglect. The Conveners agree that parenting education and strength-based support for families are key factors influencing children's health, cognitive development, and ability to succeed in school and life.

Governance of NYSPEP

NYSPEP is made up of: 1) the Conveners, 2) a Steering Committee, including an Executive Committee and Co-chairs, 3) workgroups, 4) the general membership.

1. **The Conveners.** The Conveners provide leadership that grounds NYSPEP in state systems building work and makes connections between parenting education and other activities. They determine the vision, mission, and logic model of NYSPEP, in consultation with the Steering Committee and NYSPEP members, and promote fidelity to these documents and to NYSPEP's Guiding Principles.

Each organization among the Conveners is represented by a single individual who is authorized to act on behalf of his/her organization with respect to the governance of NYSPEP, who together function as an oversight board. A Convener's representative may delegate authority to a subordinate or other representative of his/her organization.

The Conveners meet with the Executive Committee of the Steering Committee at least annually, and between annual meetings as needed to:

- a Maintain and approve revisions to the NYSPEP Vision, Mission, Logic Model, and Guiding Principles.
- b Approve actions of and provide guidance to the Steering Committee.
- c Monitor finances.

The Steering Committee is responsible for communicating on a regular basis with the Conveners to inform them about NYSPEP projects, activities, progress and challenges.

2. **Steering Committee.** The NYSPEP Steering Committee makes and approves major operational decisions, and develops and implements strategic and action plans directly or by approval of Workgroup plans. It is a resource for and represents all parenting education providers and their consumers.
 - a. **Authority.** To develop and implement NYSPEP plans and activities in accordance with the NYSPEP Logic Model as it may from time to time be amended by the Steering Committee with the approval of the Conveners.
 - b. **Composition**
 - i. The Steering Committee shall consist of at least ten members.
 - ii. Workgroup chairs shall serve, and other workgroup members may serve, on the Steering Committee.
 - iii. The Conveners will each hold at least one seat on the Steering Committee and will appoint Steering Committee chairs.
 - iv. The Steering Committee should be well balanced between public and private, program administrators and practitioners, parents, community representatives and members representative of the diverse demographics and geography of New York State.
 - c. **Steering Committee Responsibilities**
 - i. Meet at least quarterly by conference call or in person.
 - ii. Develop and implement administrative policy, Action or Strategic plans and budgets.
 - iii. Coordinate the activities of the various workgroups and oversee organizational activities.
 - iv. Serves as liaison to various collaborations and agencies for NYSPEP.
 - v. Develop funding strategies and seek resources to support NYSPEP activities.
 - vi. With advice and counsel from NYSPEP Workgroup members, appoint Workgroup Co-Chairs.
 - d. **Individual Steering Committee Members' Responsibilities**
 - i. Promote the vision, mission, and goals of the Partnership.
 - ii. Actively participate on and/or chair a Workgroup.
 - iii. Participate in all Steering Committee meetings.
 - iv. Attend full membership meetings, meetings/conference calls of their workgroup, and events hosted in their community on behalf of NYSPEP.
 - v. Be willing and able to commit resources to support the statewide NYSPEP planning effort and activities.
 - vi. Work to develop and maintain relationships with influential organizations, decision-makers and elected officials who can help support NYSPEP planning and implementation efforts.
 - vii. Serve for two years, with the option of continuing service. After serving for a period of two years, members shall reevaluate their resource availability and commitment to serve on the Steering Committee. Members will affirmatively confirm their desire to continue in a specific capacity.
 - e. **The Steering Committee's Executive Committee** is empowered to make and implement operational decisions on behalf of the Steering Committee. It minimally includes the Steering Committee Co-chairs, representatives of the Conveners, and at least one designated lead from each of NYSPEP's Workgroups, who will meet at least monthly in person or by conference call to monitor and coordinate NYSPEP projects and operations.
 - f. **Steering Committee Co-chairs** also chair the Executive Committee and are tasked with assuring the day-to-day operation of NYSPEP projects and operations,

maintaining communications with the Steering Committee, Workgroup Chairs, and general membership, and assuring NYSPEP's compliance with contract and funding obligations. Co-chairs represent and are appointed by the Conveners.

g. Communication with Conveners

- The Executive Committee and other Steering Committee members will meet with Conveners at least annually to provide updates and recommendations and to seek the Conveners' advice and consent. All Steering Committee members are encouraged, but not required, to attend and take part in meetings with the Conveners.
- Co-Chairs will ensure Conveners' representatives receive notes and communications arising from Steering Committee and Executive Committee meetings as soon as is reasonably possible after the meeting.

h. Selection and Removal of Steering Committee Members. The Steering Committee will accept nominations and new member inquiries at any time. Members will be added to the Steering Committee based on commitment to the Partnership's goals and willingness to accept Steering Committee responsibilities. A member will join the Steering Committee upon approval by 51% of Steering Committee members attending a meeting at which a nomination is offered. Members who have been inactive and unresponsive for a period of six months will be contacted to identify their interest in continuing with service. At this time, they will be asked to commit to specific NYSPEP activities. Continued unresponsiveness from the member will result in an assumption of termination of commitment and shall be so notified.

3. **NYSPEP Workgroups and Workgroup Leadership.** Workgroups are charged with developing plans and carrying out activities to accomplish NYSPEP's goals. The definition of active Workgroups is from time to time revised in accord with NYSPEP's current priorities and projects.

- a Each Workgroup will have at least one leader who serves on the Steering Committee and the Executive Committee.
- b Each Workgroup defines its major tasks and projects and reports monthly to the Executive Committee and is responsible, in relation to its area of work, for:
 - Workgroup member recruitment
 - Outcome measures or assessment of workgroup accomplishments
 - Messages, including identifying audiences who need to know, mediums and timing
 - Related policy and advocacy
- c Ad Hoc committees may be organized by the Steering Committee for other work.

4. **NYSPEP General Membership.** Individuals and organizations may join NYSPEP on terms as set by the Steering Committee. Responsibilities:

- a Participate in NYSPEP meetings and activities.
- b Promote NYSPEP through their networks.
- c Adopt NYSPEP's guiding principles.

NYSPEP Fiscal Agent:

- 1. Prevent Child Abuse New York (PCANY) serves as Fiscal Agent for the initiative. The Fiscal Agent receives and accounts for grants, earned income and tax-deductible donations and distributes those funds in accordance with the terms of this agreement and any requirements imposed by funding organizations. Responsibilities include:

- a. Enter into contracts for services on behalf of NYSPEP.
 - b. Accept donations and earned income for NYSPEP.
 - c. Deduct 15% of funds received for administrative and overhead costs.
 - d. Establish separate accounting in PCANY's books to track and generate reports on all NYSPEP income and expenses.
 - e. Conduct an annual fiscal audit of PCANY operations including all NYSPEP funds.
 - f. Maintain data including donor/payee information and donations/payments received.
 - g. Provide financial reports to the Steering Committee on a quarterly basis and, during other periods of time, within five working days following a written request from the Executive Committee.
2. Fees. The Steering Committee may set fees for membership and/or for attendance at NYSPEP events, in consultation with the Conveners.
 3. Responsible Fiscal Policy. An annual operating budget will be developed by PCANY for review by the Steering Committee in May and approval by the Conveners in June of each year. The Co-Chairs of the Steering Committee are authorized to make financial decisions, consistent with the approved budget and with oversight from the Executive Committee.
 - a. Appropriate Use of Funds. In accordance with an approved budget, the Co-Chairs may authorize expenditures of unrestricted funds for the following purposes:
 - i. Hiring presenters for NYSPEP events.
 - ii. Staff support for NYSPEP activities.
 - iii. Reimbursing travel and other charges for presenters.
 - iv. Renting facilities for NYSPEP events.
 - v. Hospitality for NYSPEP events.
 - vi. Creating NYSPEP marketing materials that can be used by all participating organizations.
 - vii. Project-related travel.
 - viii. Carryover of unexpended funds as may be necessary and approved by relevant funders.
 - ix. Other purposes as approved by the Executive Committee.
 - b. Expenditure of funds received through a contract with PCANY on behalf of NYSPEP is authorized by PCANY's Executive Director.

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