

ECAC Student Volunteers/Interns

Purpose: In order to (1) support the work of the Council in effective ways and (2) provide opportunities for emerging early childhood leaders in the state to learn about the Council's work, processes, and begin to engage in early childhood activities across the state, the Council will engage undergraduate/graduate student volunteers from the University of Nevada, Las Vegas Department of Early Childhood, Multilingual, and Special Education.

Commented [JWW1]: Do we want to open this up to other IHE?

Objectives:

- Volunteers/interns will gain an understanding of the organizational structure and process of the Council.
- Volunteers/interns will learn how to effectively manage subcommittees including logistical support, task management, and follow up activities.
- Volunteers/interns will develop skills in written and verbal communication to effectively build and maintain relationships with Council members and subcommittee participants and report activities to the Council and Council Chairperson.

Roles, Responsibilities and Activities:

Commented [JWW2]: These are open to suggestions and comments.
What tasks should be included?

1. Attend ECAC Meetings, when possible.
2. Attend subcommittee meetings or strategic planning meetings as assigned.
3. Read minutes, documents, and agendas for Council and subcommittees.
4. Support Council, subcommittee, or strategic planning work in the following ways:
 - Help co-chairs in managing meeting logistics (e.g., for online meetings: manage chat, take notes, create follow up needs document, take roll/attendance, draft minutes for chairs to review)
 - Complete communication for subcommittee (e.g., send emails on behalf of co-chairs, send follow up emails to group members)
 - Complete any research tasks for subcommittee (e.g., search for materials on community organizations, state groups, topical research/practitioner articles, state and federal policy statements).
 - [potential: Support Council social media activity (e.g., recruit content for social media support, post approved social media content regularly)]
 - Complete agreed upon tasks with co-chairs
5. Meet with Volunteer/Intern Supervisor quarterly.
6. Maintain documentation of tasks and completed hours.

Time commitment: ## hours per month (I recommend 2-3?).

Early Childhood Advisory Council Chair: Marty Elquist

Subcommittee Information:

- Early Learning (Tina Springmeyer, Jenna Weglarz-Ward)
Action plan: http://nvecac.com/wp-content/uploads/2020/08/Early-Learning-Action-Plan_07222020.pdf

- Family and Community Action (Alberto Quintero, Lori Cox)
Action plan: http://nvecac.com/wp-content/uploads/2020/08/Family-and-Community-Action-Plan_07222020.pdf
- Child and Family Health (Lori Ann Malina-Lovell, Denise Tanata)
Action plan: http://nvecac.com/wp-content/uploads/2020/08/Child-and-Family-Health-Action-Plan_07222020.pdf

This program will be supervised by Council member Dr. Jenna Weglarz-Ward.