



Apprenticeship for Child Development Specialist

State Executive Council Policies and Procedures

Responsibilities

The state Executive Council is responsible for policy making, planning and developing funding alternatives in conjunction with the U.S. Department of Labor/Office of Apprenticeship (DOL/OA) guidelines. The council will serve as a mediator for issues and concerns not resolved by the local councils and/or the ACDS Statewide Coordinator. The Executive Council will meet a minimum of once a quarter.

The ACDS Statewide Coordinator will serve as the chair of the council. The organizing council will set the membership criteria for ensuing years, with the understanding that all council members must be involved in some manner with ACDS. It will also determine the officers of the council and their elected terms. The term limits for representatives will be two years. Terms shall expire at the spring meeting. Members may choose to serve multiple terms.

A state Executive Advisory Committee will consist of officers of the State Executive Council and the director of the DOL/OA. The Executive Advisory Committee will make emergency decisions in the interim between meetings. The Executive Advisory Committee will serve as the screening committee to review applications for the Instructor Academy upon request of the Statewide Coordinator.

If state Executive Council members or their alternates fail to attend three of the four regularly scheduled meetings each year, they may be removed from the council and replaced with an alternative representative. They may choose to remain involved with the council as alternate representatives for their regions. In this instance, a new representative from the local council will be chosen to represent the region on the Executive Council.

By-Laws

By-laws of the West Virginia Apprenticeship for Child Development Specialist Executive Council

Article I- Name

The name of this organization shall be the West Virginia Apprenticeship for Child Development Specialist Executive Council.

Article II – Purpose

The purpose of the West Virginia Apprenticeship for Child Development Specialist Executive Council shall be:

- To promote public interest and support of quality staff development for early childhood programs in West Virginia
- To share mutual challenges and to jointly seek solutions to these challenges
- To seek the understanding, support and participation of interested parties involved in early childhood programs
- To provide educational training for instructors for the ACDS program that will ensure consistency in training
- To develop close coordination with all public and private agencies concerned with the growth and development of young children
- To secure and expend funds that will be necessary to accomplish the above objectives

Article III – Membership

Section 1

To become a member of the State Executive Council one must meet the following requirements...

- Be recommended by a local council representative, executive council member, or ACDS Statewide Coordinator

- Sign a one year commitment letter
- Be approved by a majority vote of the State Executive Council

Section 2

The suggested membership consists of the following:

- One ACDS Instructor
- One local council representative from each participating county/county cluster
- One representative from a participating Head Start program
- One administrator to represent all the participating career and technical centers
- Representatives from WVETCR/River Valley Child Development Services to serve as the ACDS Statewide Coordinator and ACDS Specialist ★
- One representative from Higher Education
- One representative from Workforce Investment Board
- One representative from the WV Department of Education ★
- Community college representative
- The state director of the U.S. Department of Labor/Office of Apprenticeship (Ex-Officio) ★
- A representative from the WV Department of Health and Human Resources – Early Care and Education ★
- One director from a participating child care program
- One representative from home visitation
- One representative from family child care/facility
- A consultant(s) as deemed necessary by the Council (Ex-Officio)

The Statewide Coordinator for the ACDS program will be the chair of the Council. The organizing council will set the membership criteria for ensuing years, with the understanding that all council members must be involved in some manner with ACDS.

★ Denotes standing members of the State Executive Council.

Section 3

- Members may serve multiple terms
- Each representative will be permitted at least one alternate

Article IV – Officers

Section 1

The following officers shall be elected by a simple majority vote of the membership present. The officers shall be:

- Chairperson – ACDS Statewide Coordinator
- Recording Secretary – ACDS Specialist
- Advisory Committee (3)

The duties of these officers will be the usual which pertains to these offices.

Section 2

The Advisory Committee consists of officers of the State Executive Council and if applicable, the director of the DOL/OA. The Executive Advisory Committee will make emergency decisions in the interim between State Executive Council Meetings and has an active role in the ACDS Positive Resolution process.

Section 3

Any officer not performing the duties of his/her position satisfactorily may be removed from the office by a simple majority vote of membership present.

Section 4

If an office becomes vacant, nominations from the floor will be accepted for the position and voted upon by a majority of membership present. This replacement would then serve the unexpired term of that office.

Section 5

The chairperson may appoint committees necessary to carry out the duties of the council.

Article V – Meetings

Section 1

The state Executive Council will meet once a quarter unless otherwise specified. The year shall be July 1- June 30.

Section 2

Special meetings may be called at the request of the chairperson.

Section 3

Those members present at each meeting shall constitute a quorum.

Section 4

All meetings should be conducted according to Robert's Rule of Order.

Article VI – Amendments

The by-laws may be amended at any meeting by a simple majority vote of the members present, providing there has been a previous notice concerning the amendment.