



Advisory Council Expectations

The Oklahoma Partnership for Expanded Learning (OPEL) is structured following a collaborative governance model in which a cross-section of stakeholders have agreed to share responsibilities, resources and accountability in order to achieve the goals and objectives of the network. All partners are actively involved in the process of defining clear goals and objectives that will achieve the collective vision of the network and the oversight of the network as a whole. The Leadership Council has overall responsibility for strategic planning, revenue attainment and community relations.

OPEL also acts as a professional learning and networking community. Membership is open to all Oklahoma residents who are personally or professionally associated with afterschool programming. Membership is formalized through a Partner Agreement between the individual and the OPEL, which will include a statement of goals and commitment by the individual, and his/her expectations as a partner of the network.

Mission: To build and sustain a statewide alliance that connects partners, promotes quality and advances public policy to increase expanded learning opportunities.

Vision: All Oklahoma families have access to nurturing, engaging, empowering and purposeful, expanded learning opportunities of excellence.

OPEL Background

OPEL is focused on improving out-of-school time and opportunities for children and youth, particularly low-income children, and is geared toward achieving three goals:

1. **Public Will:** Develop a network of statewide, regional, and local out-of-school time initiatives, partners and programs to build public will which supports afterschool and summer programming across Oklahoma.
2. **Policy:** Focus on defining the current afterschool needs for the state of Oklahoma. Increasing awareness with elected officials on the importance of expanded learning to increase educational attainment and workforce development. Ultimate goal is to procure a state funded revenue stream for expanded learning.
3. **Improve Quality of Expanded Learning Opportunities Statewide:** Increase the quality and success of all afterschool and summer programs through a combination of information sharing, peer networking, access to research, professional development and evaluation.

Advisory Council

Statement of purpose

The Advisory Council establishes policy, procedures and governance guidelines for the Partnership; and is the joint planning and coordinating body comprised of diverse partners who represent various sectors of youth development and afterschool programming (educators, businesses, STEM, arts, non-profit, OST program directors, juvenile justice, workforce, health, parent groups, etc.). In association with the Network Director, member responsibilities include providing strategic direction, data review, partnership recruitment, champion engagement and statewide communication on best practices, standards and strategies that address Oklahoma's specific contextual needs.

The Advisory Council oversees the operational procedures and fiscal practices of OPEL, including changes in membership and committee leadership, hiring of the OPEL Network Director, reviewing funding proposals for alignment with OPEL funding plan, and approving contracts and other major expenditures. The Advisory Council is responsible for providing guidance to the Network Director on time-sensitive policy and program issues which may arise in-between meetings of the Leadership Council. On such time-sensitive issues, the Advisory Council may make decisions on behalf of the Leadership Council in alignment with existing objectives and policies. For decisions involving substantial changes or new development of policy, the Nominating/Governance Committee must bring recommendations forward to the full Leadership Council for approval.

Members

Advisory Council may be comprised of:

1. Network Director
2. Oklahoma State Department of Education
3. Chair of Advisory Council will also be the Co-Chair of Leadership Council
4. Task Force Chairs (Policy, Quality, Sustainability, etc.)
5. Representatives from the various sectors listed above: educators, businesses, STEM, arts, non-profit, OST program directors, juvenile justice, workforce, health, parent groups

As a self-perpetuating body, Advisory Council members are responsible – together with the Nominating/Governance Committee and the Network Director – for identifying high quality candidates for service. In all cases, OPEL will strive to identify the best individuals from the organizations and sectors listed above, including, but not limited to: skills/talents, role within the organization, willingness and ability to meet the requirements of Advisory Council service, etc.

Membership is formalized through an Partner Agreement Form between the individual/member agency and the OPEL with three-year renewable terms. Advisory Council participation will be a maximum of 15 and no fewer than 7. New members will include a

statement of individual goals and commitment to the monthly (year one only) and quarterly meetings. Membership will be nominated by the Nominating/Governance Committee.

Meetings

In the first year, the Advisory Council will meet monthly, and after that, on a quarterly basis, rotating between Tulsa, Oklahoma City and Stroud. Members are expected to attend at least three (3) meetings annually and to attend meetings in person, although conference call participation is acceptable. At least fifty percent (50%) of members must be present in a meeting to finalize decisions, however decisions affecting policy and funding should be brought to the Leadership Council. All funding proposals and other formal correspondence signed on behalf of the partnership will be submitted to the Advisory Council Chair/Co-Chair for approval.

Advisory Council members will exercise good faith to participate in all meetings (convened by conference call, in person, or other agreed upon means) at least quarterly.

Advisory Council Functions

1. Fund Development
 - a. Leverage and utilize talents, relationships and resources to support the advancement of OPEL's vision, mission and programs
2. Raise Community Profile
 - a. Serve as the advocacy base and voice for OPEL
 - b. Build relationships with target community partners
3. Strategic Planning and Visioning
 - a. Define/set the direction for the OPEL mission and vision
 - b. Actively develop and support the 3-5 year strategic objectives/plan of the OPEL
 - c. Monitor evaluation of OPEL success

Expectations of Advisory Council Members

- To carry out the OPEL mission and vision
- To actively participate in the OPEL meetings, workshops, etc
- To set direction and priorities of OPEL actions
- To develop and oversee OPEL strategic (work) plan
- To oversee an annual OPEL evaluation
- To participate in the process of creating a funding plan including developing, connecting and assisting with match funds
- To identify and share resources including (and not limited to) training, technical assistance, subject matter expertise, etc
- To support the OPEL financially or through in-kind contributions
- To promptly respond to Action Item emails, phone calls, surveys, etc.

Commitments of Advisory Council Members

- Members are expected to attend at least three (3) meetings annually and to attend meetings in person, although conference call participation is acceptable. Should a

member change positions or leave the agency during the term, that member is responsible for notifying the Partnership in writing and identifying a replacement contact.

- To accept full-term OPEL assignment