



## Maryland Family Engagement Coalition BYLAWS

### Overall Roles of the Coalition

- Advocate in a unified voice for family engagement policies and practices in the state of Maryland to all levels of state government (executive, legislative and agency);
- Access, disseminate and communicate the latest research and best practices on family engagement;
- Advise the State Early Childhood Advisory Council regarding family engagement as it relates to policy and practice;
- Develop and maintain a statewide family engagement network of families, practitioners, researchers, and policy makers.

### Name of the Coalition

The name of the Coalition will be the ***Maryland Family Engagement Coalition***.

### Coalition Mission

The mission of the Maryland Family Engagement Coalition is to support early care and education providers' efforts toward increasing family engagement practices that improve outcomes for children, parents and families.

### Coalition Vision

The vision of the Maryland Family Engagement Coalition is to create stronger partnerships, foster communication and develop best practices that will serve as a national model for connecting early care and education providers, parents, families, the community, state agencies, and beyond.

### Maryland's Definition of Family Engagement

Family engagement is a shared responsibility of families, schools and communities for student learning and achievement; it is continuous from birth into the school-age years; and it occurs across the various early care and learning settings where children are. Family engagement means building relationships with families that support family well-being, strong parent -child relationships, and the ongoing learning and development of parents and children alike. It reflects culturally competent and universal design approaches, encompassing the beliefs, attitudes, behaviors, and activities of

all families, as well as early care settings that support all children’s positive development. Family engagement happens in the home, early childhood settings, school, and community. Sustainable family engagement operates with adequate resources, including public-private partnerships, to ensure meaningful and effective strategies that have the power to impact student learning and achievement.

#### **Composition and Roles of the Coalition Management Team**

- Composed of members from the Maryland State Department of Education (MSDE), early childhood organizations and other community advocates;
- Provide leadership, coordination and facilitation for the work of the Steering Committee;
- Administer all aspects of work through dedicated MSDE staff, office space, office supplies, database management, and communication.

#### **Roles of the Coalition Membership**

- Influence and inform the statewide family engagement advocacy agenda;
- Learn about and share best practices to continually inform research;
- Learn about and inform others regarding current family engagement research and policies;
- Recruit members to fulfill goals of and strengthen the Coalition;
- Take action locally to support the Coalition’s statewide mobilization efforts;
- Recommend potential candidates for the steering committee.

#### **Coalition membership**

- At least once per year or as necessary, nominations for Coalition membership shall be solicited.
- The Coalition shall consist of 32 diverse members representing family-serving organizations from across the state with varying areas of expertise or influence, such as:
  - Community Based Organizations
  - Consultants
  - Corporate
  - Education Associations
  - Higher Education
  - Families
  - School Districts
  - School Boards
  - State Government
- It shall be the duty of the Coalition to prescribe and implement member’s attendance and conflict of interest policies.

- Members who no longer wish to serve on the Coalition must resign in-writing and recommend a replacement 30-days in advance to the co-chairs.

## **MARYLAND FAMILY ENGAGEMENT COALITION STEERING COMMITTEE POLICY AND PROCEDURES MANUAL**

**These Policies and Procedures shall stand as a partner document supporting the Steering Committee approved by the Maryland Family Engagement Coalition.**

### **Composition and Roles of the Steering Committee**

- The Steering Committee is composed of Management Team representatives, a maximum of two MSDE representatives, and a diverse membership with the following criteria:
  - Diverse state geography;
  - Diverse cultural backgrounds;
  - Diverse experiences and professions;
  - Diverse parents/caregivers of birth-grade 12 students;
  - Expressed interest and belief in family engagement as a means to increase student achievement.
- The roles of the Steering Committee shall be:
  - Share and inform one another of priorities and/or annual goals
  - Collaborate consistently across all learning environments and grades
- Develop policies and procedures necessary to carry out Steering Committee operations and goals;
- Promote and recruit/suggest membership for all Coalitions at large as well as for the Steering Committee.
- Give clear message of family engagement from 0 to twelve.

### **Steering Committee Membership**

- At least once per year or as necessary, nominations for Steering Committee membership shall be solicited.
- The Steering Committee shall consist of five to seven diverse members representing family-serving organizations from across the state with an extensive focus on family engagement as well as varying areas of expertise or influence, such as:
  - Community Based Organizations
  - Consultants
  - Corporate
  - Education Associations

- Higher Education
  - Families
  - School Districts
  - School Boards
  - State Government
- It shall be the duty of the Steering Committee to prescribe and implement member's attendance and conflict of interest policies.
- Members who no longer wish to serve on the Steering Committee must resign in-writing and recommend a replacement 30-days in advance to the full Coalition.