

## **Board of Early Childhood Development Center Administration**

### **Faith Lutheran Church**

**Bylaws description:** The Board of Early Childhood Development Center Administration should consist of a minimum of three (3) elected members plus the elected chairperson of the board. The Director of the Early Childhood Development Center will be a member of the board if she/he is a member of the congregation. If the director is not a member of the congregation, then she/he shall serve in a non-voting, *ex officio* capacity. There may also be other *ex officio* appointed members of this board who will serve in non-voting and advisory roles.

### **Description of Responsibilities**

The duties of this board consist of: advising and assisting the director in matters of personnel, safety and health, maintenance of equipment and vehicles, and finances; approving the Early Childhood Development Center curriculum; evaluating the director's performance; setting and approving fees; adopting an annual budget/spending plan; approving Early Childhood Development Center policies and procedures; approving purchases of non-budgeted equipment and supplies; approving the calling or hiring of all personnel; and setting salaries and/or wages of all personnel.

### **Meetings and Reports**

The Board of Early Childhood Development Center Administration (ECDCA) should minimally meet six times a year, corresponding to the calendar of Church Council and Voter's meetings. The chair of ECDCA should prepare a brief written report for each meeting of the Church Council, to also be presented at the subsequent Voter's meeting. These reports should include recent activities and upcoming activities.