



**Manitoba Child Care  
Association**

## **Family Child Care Committee**

(Reviewed by Family Child Care Committee, 2005; May 17, 2006, Oct 14/08; No motion Sept 17/10; Mar 20/12; Apr 24/14; Oct 27/16; June 21/18; October 1/20)

(Reviewed by the Board of Directors, 2005; September, 2006, June 2007, Jan 26 2009, Sept 27/10; Jun 11/12; June 10/13; Sept 29/14; Aug 31/15; June 13/17; August 27/18; November 30/20)

Committee Mandate: To act as an ongoing resource/support to MCCA members providing family child care.

### Duties & Responsibilities

1. Provide support and networking opportunities to family child care providers.
2. Recommend resources for library/resource development.
3. Develop the child care activity and record keeping resource calendar annually.
4. Develop family child care resources as needed.
5. Make recommendations related to family child care to the MCCA Board of Directors.
6. Represent the interests of family child care to the community.
7. Develop goals for the committee, inform the Board of Directors of the goals, and ensure goals are completed as per timelines identified.

### Composition of the Committee

The committee shall consist of family child care providers who shall elect a chair to oversee the committee's mandate. The committee shall have staff representation appointed by the Executive Director.

### Time Requirements

The committee meets as required to achieve their mandate and goals.

### Accountability

The committee is accountable to the Board through the Executive Director.

## Operational Policies

1. All members of the Family Child Care Committee shall adhere to high standards including confidentiality of committee information, especially in regards to information that is verbally presented or written and is of a sensitive nature and has been deemed to be CONFIDENTIAL.
2. Committee members must be MCCA members in good standing; must sign a Confidentiality Agreement; must attend a majority of meetings of the committee held each year in order to remain eligible to participate.
3. Committee members must bring knowledge, expertise, and awareness of issues specific to this committee, and be non-partisan and objective.
4. Members of this committee must, in the opinion of other committee members and the MCCA Board of Directors, be free of any relationship that would interfere with his or her exercise of independent judgment.
5. A majority of the members of the committee must be present in person or by virtual platform to constitute a quorum.
6. Committee members may be asked to act on activities as referred from the MCCA Board of Directors.
7. Committees will operate in accordance with MCCA's Volunteer Manual.
8. The Committee shall elect a chairperson for a two year term.