First 5 Commission of San Diego

Subject: **Memberships in Professional Associations**

Policy Number: F5C-004   Effective Date: November 3~~7~~, 2014~~1~~   Page 1 of 2

Purpose
To establish a policy regarding membership in professional associations for the First 5 Commission of San Diego ~~-~~("Commission").

Background
The Commission funds programs and services for children ages zero to five and their families to ensure that every child in San Diego County will enter school ready to learn. The Commission's mandate is set forth in Health and Safety Code sections 130100 *et seq.*, San Diego County Administrative Code, Article IIIP, sections 84.100 *et seq.,* and the Commission's Strategic Plan.

The Commission recognizes the value of building partnerships through active participation in professional associations that serve children and families, and has adopted a Strategic Plan that supports such affiliations. Association memberships provide the opportunity to network with other professional individuals, agencies and organizations, share information beneficial to all parties, partner on projects, and research long-term solutions for sustainability.

The following policy and procedures address the appropriate role of the Commission and use of these funds.

Policy
The Commission will only participate in private membership organizations if participation is consistent with the following policy:

1. Commission participation in the membership organization would be consistent with and would support the Commission's Strategic Plan.

2. Commission participation in the membership organization will result in one of the following benefits to the Commission:

    a. Information sharing, including obtaining data or information;

    b. Resource sharing, including collaboration on projects consistent with the Commission's Strategic Plan;

    c. Technical assistance;

    d. Leverage of funding, resources, and public or private support from other funding sources;

    e. Creation of opportunities for sustainability beyond Proposition 10 funding;

    f. Coordination and enhancement of existing resources and services;

   g. Advocate for policies supporting children and families consistent with Commission Policy F5C-002, "Legislative Advocacy;" and

   h. Professional development for Commission members and Commission staff.

3. Commission participation in institutional membership organizations is limited to non-profit public interest groups.

4. Commission participation is not allowed in organizations that discriminate on the basis of race, color, creed, sex, age, sexual orientation, national origin or disability.

5. Commission participation is not allowed in membership organizations that sell tobacco and/or tobacco products.

Procedures
1. Commission staff will evaluate all requests for Commission participation in membership organizations. Requests that satisfy the above Policy shall be submitted to the Executive Director for review.

2. The Executive Director is authorized to evaluate staff participation in professional organizations and approve participation in appropriate organizations for staff consistent with Sections 3 and 4 below.

3. The Executive Director is authorized to approve funding for memberships consistent with the Commission's Executive Director Signatory Authority Policy provided Commission participation in the membership organization is consistent with this Policy.

4. Memberships exceeding the Executive Director's signatory authority shall be brought before the Commission as an action item.

5. A line item for Commission memberships shall be included in the Commission's annual budget to be approved annually by the Commission.

Sunset Review: November 2017

Originally Approved: August 2002

Revised: November 2004; December 2007; November 2011

Approved:

November 3, 2014   23
 Date   Commission Item No.