



Tribal Advisory Committee Charter: 2021

Statement of Purpose

The Tribal Advisory Committee for the Tribal Early Learning Hub (from now on referred to as “Committee”) was created to advise the Early Learning Division (ELD) on the early care and education efforts and opportunities for American Indian and Alaska Natives (AI/AN) within the nine (9) federally recognized tribal nations of Oregon. The Committee has the following priorities:

- Establish a Tribal Early Learning Hub to serve the nine (9) Tribal nations in Oregon,
- Increase access through better coordination of early learning resources available at the state and federal level,
- Advise on current and ongoing status of ELD program implementation and policy,
- Connect early learning staff and stakeholders across the nine tribes and state government,
- Identify potential risks within projects, ensure program partnership with tribes, and recognize ways to mitigate or prevent issues through action,
- Increase professional development and technical assistance for early learning professionals who serve AI/AN children and families, and
- Develop a tribal best practice and standards of early care and education.

The Committee provides guidance, advocacy, and recommendations on policy, rules, and legislation related to the Tribal Early Learning Hub. Committee members recommend goals and measurable objectives for ELD’s “Implementation Guide” for the Tribal Early Learning Hub. Members will also oversee ongoing changes or revisions to the Implementation Guide.

Tribal Advisory Committee Overview

The Committee shall consist of 25 members who are advocates and representatives of the AI/AN education community in the state of Oregon.

Each of the nine (9) federally recognized tribal nations will be invited to select up to two members to serve on the Committee; selection of such appointees will be submitted in writing to the ELD Tribal Affairs Office.

Organizations, entities, and individuals will be invited to submit nominations seeking membership, which will be considered and approved by ELD.

Selected members will receive a letter from ELD's Early Learning System Director confirming membership and an outline of commitment, meeting dates, and other important information.

Members will receive reimbursement for mileage and parking for each meeting attended in person.

The Committee seeks the following representatives:

- 18 members of the nine (9) federally recognized tribal nations of this state,
- Four American Indian/Alaskan Native family representatives,
- One member of the Early Learning Council, and
- One member of the Legislative Commission on Indian Services.

Membership Terms of Service

Committee members serve two-year terms.

Each member may select a delegate to serve in their absence. The delegate should receive all the rights and privileges for the Committee meetings. Delegates should be informed and prepared in advance for meetings.

Members will be required to RSVP to indicate whether they or a delegate will be present prior to each meeting. Send RSVPs to Valeria Atanacio, Valeria.Atanacio@state.or.us.

Decision-making Authority

The Committee is advisory with members sharing ideas, suggestions, and recommendations to guide ELD staff to develop plans, documents, and action items. ELD staff is responsible for summarizing highlights from the meetings, and responding to information requests and key action items. ELD will communicate how staff acted on the advice provided by members at the following meeting. Minutes of the meeting will be shared publicly.

Government-to-Government Process

ELD has a unique relationship with each of the nine (9) federally recognized Tribal nations of Oregon. Through a Government-to-Government process, all decisions affecting the nine (9) federally recognized tribal nations will be reviewed by the Tribal Advisory Committee and/or developed in collaboration with each individual tribal government on an ongoing basis.

Committee Member Responsibilities

Members must attend scheduled meetings either in-person or virtually. Meetings will be held in-person and/or virtually to allow for full participation of committee members across the state. Member responsibilities also include:

1. Sharing relevant information and updates from communities and/or organization with the Committee.
2. Connecting with constituents and local networks as a Committee representative.
3. Reviewing minutes and materials prior to meetings.
4. Inform ELD staff if you anticipate missing one or more meetings.

Removal from the Committee and/or Committee workgroup will occur when a member is absent for three (3) consecutive meetings. An exception to this rule is when prior notice is provided to the Committee Chair and to the ELD's Tribal Affairs Manager.

Another exception to the removal clause is exemption for representatives of the nine (9) federally recognized tribes who operate under the purview of a separate sovereign government.

Terms and Duties of Officers Section

1. Chairperson and vice-chairperson shall be elected from and by the Committee and serve for a minimum of one year.
2. The chairperson shall preside at all meetings of the Committee. The chairperson will represent the Committee at Early Learning Council meetings and other meetings deemed important by the Committee.
3. The vice-chairperson shall assume all duties of the chairperson in the chairperson's absence.
4. The chairperson, in collaboration with an ELD staff designee, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to members by the Friday preceding the meeting. Minutes for all meetings shall be drafted by the ELD staff designee, reviewed by the Committee chair, and approved by Committee members at the following meeting.

Tribal Family Representative Terms and Duties

Tribal family representatives shall serve a one-year term with an option of serving an additional year if the representative agrees.

In addition to mileage and parking reimbursement, the following resources may be available as needed:

- Assistance with meeting preparation and meeting debrief,
- Child care,
- Technology or equipment to participate in virtual events, and
- Parent leadership training.

Conflicts of Interest

Committee members will be asked to declare any potential conflicts of interest. Since this Committee is advisory, the agency does not want to exclude voices from participation.

All Committee members will submit a conflict of interest form upon accepting their membership.

Conflicts of interest include place of employment, volunteer or board positions, close family members connected to potential grantee organizations, etc.

Charter Approval

The Charter will be reviewed by the Committee annually.

2021 Charter Approval Committee:

[LIST MEMBERS]

Charter Approval by Chairperson:

Signature	Name	Date
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