

Department of Early Education and Care Family Advisory Council Member Role Description

Title: Family Advisory Council Member

Annual Meeting Cycle: September – June

Terms: Two-year and three-year terms

Contact: Ayesha Rodriguez, Family Engagement Manager (Ayesha.Rodriguez@mass.gov)

The EEC Mission:

The Massachusetts Department of Early Education and Care's (EEC) mission is to support healthy growth and development for all children by providing high-quality programs and resources for families and communities. EEC programming includes early learning, out of school time care, and residential programs.

Family Advisory Council Overview

The **Family Advisory Council (FAC)** ensures that families have a voice in shaping EEC programs and policies. Families bring valuable insight and input that helps improve how EEC serves children and families across Massachusetts. Through shared experiences and open dialogue, FAC members help strengthen EEC's work and ensure programs reflect the real needs of families.

Roles & Responsibilities

- Family Advisory Council members will:
- Attend **monthly FAC meetings** (1 hour each), held **virtually** and **in person as needed**
- Help **finalize the FAC structure and charter**
- Review and share feedback on EEC **policies, programs, and processes**, including:
 - Child Care Financial Assistance (CCFA)
 - Family access and support initiatives
 - Workforce development efforts
 - Residential and related policies
- Share EEC information and opportunities within their **communities and networks**
- Support efforts to **increase family engagement** across EEC programs
- Take part in **professional development and leadership-building activities**

Qualifications

- Experience with EEC programs and services
- Some leadership experience or interest in a community, parenting or professional role
- Ability to communicate in English

Stipends

- Members will receive a \$59 stipend for each meeting. This stipend does not require tax reporting.