



ADVOCATING FOR THE OST FIELD IAN'S PUBLIC POLICY COMMITTEE

TITLE

Indiana Afterschool Network Public Policy Committee

STATEMENT OF PURPOSE

The Public Policy Committee (PPC) is commissioned by and responsible to the Indiana Afterschool Network (IAN). The PPC is responsible for providing a clear strategy for public policy, advocacy, and organizing advocacy efforts to support the field of out-of-school time across the state.

RESPONSIBLE TO

The Public Policy Committee is commissioned by and responsible to IAN.

COMMITTEE CHARGE

- Advise and educate the IAN Board of Directors (BOD) and staff on public policy issues and recommended positions on those issues
- Remain non-partisan when developing and discussing public policy issues
- Consider Indiana OST providers' concerns and needs, as well as the needs of the young people and families they aim to serve.
- Advance priorities of the OST field
- Provide advocacy strategy support to Indiana OST providers in a manner that provides for and encourages two-way flow of information
- Act under the direction of, or that is consistent with, directives and priorities set by the IAN BOD
- Maintain a positive working relationship with Afterschool Alliance to address federal issues of importance to Indiana's OST field

COMPOSITION

The Public Policy Committee will be comprised of eleven representatives of out-of-school time (OST) field and OST advocates – preferably one representative from each of IAN's eleven [Engagement Regions](#).

IDEAL CANDIDATES

IAN Public Policy Committee members are a select group of Indiana OST leaders who commit to ensuring the success of IAN and Indiana's OST providers by influencing public policies. Ideal candidates should be:

- Committed to influencing public policies that increase access to quality and access in OST programs and supporting professionals of the field
- Available and willing to spend 2-3 hours per month on PPC-related activities, including PPC meetings
- Available and willing to attend the annual in-person PPC Retreat during May

Available and willing to attend at least one in-person IAN policy-related event (e.g., Indiana OST Statehouse Day, Indiana Summit on Out-of-School Learning, etc.)



TERMS

Members of the Public Policy Committee commit to a two- (2) year term running from May to May. The terms of the committee members are staggered. During Fall 2023, IAN will accept nominations to fill seats representing odd-numbered IAN [Engagement Regions](#).

SCOPE OF WORK

- Develop IAN's public policy platform
- Monitor activity and reports of the Indiana General Assembly
- Collaborate with IAN-contracted lobbyists and other advocacy groups
- Develop a public policy strategy filter for decision-making
- Recommend relevant actions for advocacy or education to the IAN Board
- Determine courses of action to rally local support for issues
- Provide input in the development of IAN legislative events
- Collect and share legislative contacts and connections
- Develop an annual legislative calendar along with necessary strategic plans
- Promote the cultivation of relationships with elected officials at the state and local levels
- Facilitate IAN relationships with regional and state-level organizations and coalitions
- Share information from the PPC with OST providers of the Engagement Region represented, as well any appropriate team members, local agencies, or stakeholders
- Provide IAN with clear guidance on how increased advocacy engagement can be achieved
- Provide input into IAN's annual federal policy survey

VOTING

When formally determining recommendations to the IAN BOD, each PPC member will count as one (1) vote. Voting may be conducted in-person, virtually, by e-mail, or by means of electronic polling software. A quorum of the committee members must be present to hold a vote. A simple majority of committee members present will constitute adoption of a recommendation, on which related actions may be taken if they are consistent with the Board-established public policy platform.

MEETINGS

The PPC meets in accordance with a pre-established calendar.

If a previously unscheduled meeting for the PPC is necessary, written notice shall be provided to all committee members no less than fourteen (14) calendar days prior to the meeting date.

Emergency meetings requiring time-sensitive action of the committee may be scheduled for forty-eight (48) hours after written notice has been provided to all committee members. Emergency meetings must be held in a format in which PPC members can communicate with one another in real-time to facilitate open dialogue and discussion.

If quorum cannot be achieved by conclusion of the 48-hour notification period, the Rapid Response Team may consider the time-sensitive matter.

Written notice may be provided via email.

Quorum

A quorum exists when there is a majority of the PPC membership present.

RESPONSIBILITIES

Committee Chair

A Chair shall preside over the PPC. This Chairperson is to be appointed by the IAN Board Chair and shall be a member of the IAN Board. At the discretion of the IAN Board, co-chairpersons may be appointed to serve the same term. The term of office for the chairperson(s) shall be one year. In addition to presiding over the PPC meetings, the chairperson(s) shall be responsible for:

- Preparing the meeting agenda with input from the PPC, IAN staff, and BOD
- Providing notice of meetings to PPC members
- Appointing a volunteer to serve as Secretary for the taking and distribution of meeting minutes
- Serving as a representative for the PPC on the IAN Board
- Ensuring the Board is aware of PPC actions and appropriate Board approvals have been received for PPC
- Ensuring each IAN Engagement Region is represented on the PPC by a member organization or individual
- Providing input to IAN staff
- Appointing a volunteer to serve as Vice-Chair, who serves as Chair in the absence of the Chair

Committee Member

- Act as subject matter experts to advise on policy and actions when appropriate
- Provide updates on policy issues taking place in represented geographic areas
- Support the distribution of legislative alerts and other information to the local community
- Educate and advocate locally in a manner consistent with PPC standards and direction
- Support the implementation of IAN legislative events
- Participate in seventy-five (75) percent of the PPC's calendared meetings.

IAN Staff

The following statements reflect the functions of the VP of Engagement in relationship to the PPC:

- Aid the Chair in building the agenda and coordinating meeting logistics
- Provide legislative process training/orientation to new committee members
- Participate as a non-voting ex-officio member of the Committee and as a resource person, bringing additional data and experience to the discussion as issues are faced
- Work with lobbyist regarding any state-level advocacy activities
- Research legislative topics, as needed
- Coordinate testimony at the Statehouse, as needed
- Communicate to OST providers the actions of the PPC and BOD as they relate to public policy
- Facilitate advocacy engagement opportunities for committee members and the OST field
- Support volunteer Secretary in taking and distributing PPC meeting minutes

RAPID RESPONSE TEAM

IAN has established a process to address public policy matters through its Public Policy Committee (PPC). However, policy development oftentimes happens at a rate quicker than advocacy organizations would like



to move; therefore, it is imperative that IAN develop strategies or quick responses to pressing public policy needs. To that end, IAN is establishing a Rapid Response Team (RRT) that will consider and determine time-sensitive actions in the event quorum cannot be achieved by the PPC by conclusion of the 48-hour meeting notification period. IAN's RRT is comprised of five (5) voting members: 1) Chief Executive Officer, 2) Vice President of Engagement, 3) Board Chair, 4) PPC Chair, and 5) a standing PPC Representative elected by the PPC. IAN's Associate Director of Advocacy will serve as an *ex officio* member of the RRT. The RRT is authorized by the IAN Board to take immediate action in such situations that are consistent with IAN values. Such needs may include, but are not limited to, the following actions pertaining to matters not addressed in IAN's current advocacy platform:

- Posting a position statement
- Requesting legislative action
- Testifying before the Indiana General Assembly of the U.S. Congress
- Joining a sign-on letter
- Joining an advocacy coalition
- Launching an advocacy campaign
- Responding to requests for information

The following is the proposed process for developing a response system:

1. All proposed public policy proposals should be forwarded to IAN's VP of Engagement. When the proposal is not time-sensitive, it can be discussed during the next PPC meeting. When it is time-sensitive, the Rapid Response Procedure is implemented.
2. Proposals submitted to the RRT should include:
 - a. A brief description of the policy issue or request.
 - b. A brief explanation of the link between the policy issue and IAN's mission and strategic plan.
 - c. The specific action(s) proposed, identification of the person(s) or group who will be asked to act (e.g., PPC, IAN Membership, Staff, Board, etc.) and a requested timeframe with the basis or justification for such timeframe.
 - d. Any available web links to information regarding the policy and the people or organizations involved, or relevant data regarding the issue, including any available position papers.
 - e. When available, arguments offered in opposition to the position recommended for IAN, including policy statements from others, data, and a list of opponents.
3. Rapid Response Process when there are 96 or more hours.
 - a. Emergency meetings requiring time-sensitive action of the PPC may be scheduled for forty-eight (48) hours after written notice has been provided to all PPC members.
 - b. Emergency meetings must be held in a format in which PPC members can communicate with one another in real-time to facilitate open dialogue and discussion.
 - c. If the PPC approves the proposal, it is submitted to the IAN Board for an e-mail vote with a response time of 48 hours or sooner, if possible.
4. Rapid Response Process when there is less than 96 hours to respond.
 - a. The VP of Engagement will submit the proposal and a voting deadline to the RRT via e-mail.
 - b. Voting
 - i. All votes are via e-mail and "Reply All" for transparency; questions/comments can be shared so there can be a discussion if needed.



- ii. A unanimous decision of the voting members of the RRT is required to vote a proposal up or down.
- c. At the request of any member of the RRT, the team may be convened for a discussion and voice vote only if all members are able to participate before the policy action must be taken.
- d. The Board Chair will e-mail a recap of the RRT's decision to the IAN Board with a full explanation of the decision.
- e. The PPC Chair or VP of Engagement will e-mail a recap of the RRT's decision to the PPC with a full explanation of the decision.
- f. RRT votes received after the voting deadline, but before the recap is disseminated, will be tabulated and noted in the recaps.