****

**VCPD Regional Consortia:**

**Roles and Responsibilities of the Facilitators and**

**Child Care Aware Agencies**

**DESCRIPTION:**  Each VCPD consortium will identify two persons to serve as facilitators for the regional governance.

**SECTION I: Regional Facilitators**

With assistance of the Child Care Aware of Virginia administrative support staff in each region, as defined below in Section II, the responsibilities of the individuals acting as regional facilitators are to:

1. Facilitate the convening of regional consortium meetings (face-to-face or virtual)
2. Facilitate the development of a plan for communication and coordination among PD providers within the consortium
3. Guide the process for identifying regional priorities
4. Guide the development of a work plan to address identified regional needs
5. Coordinate and promote regional cross-sector professional development activities
6. Serve as a member of the VCPD Regional Consortia Workgroup
7. Attend full VCPD meetings (at least one facilitator per region)
8. Act as a liaison between consortia, the full VCPD, and the VCPD State Coordinator

**SECTION II: CCA Administrative Support Staff**

Within each consortium, there is a Child Care Aware (CCA) agency that is funded to provide administrative support for the region. The responsibilities of the CCA support staff person are as follows:

1. Assist in convening and attend the regional Governance committee meetings (face-to-face or virtual)
2. Provide the necessary administrative support for the development of a plan for communication and coordination among PD providers within the consortium
3. Maintain the regional page on the VCPD website
4. Keep a current list of names and email addresses for PD providers within the region
5. Assist with coordination and promotion of cross-sector regional trainings
6. Support use of the Department of Social Services’ TIPS (Training Information for Provider Success) calendar by ensuring that PD opportunities are current for that region
7. Assist in maintaining communication with other regional consortia to maximize use of resources and expertise
8. Participate in activities coordinated by the VCPD Coordinator and the VCPD Governance Workgroup
9. Attend the Regional Consortia workgroup meetings
10. Attend full VCPD meetings when possible
11. Maintain fiscal records for the regional consortium

8/18