

About MFCC

Our Mission: We build strong communities by empowering individuals and families through innovative, quality services.

Our Goals:

- To Strengthen Families
- To Create Easier Access to Services
- To Promote a Sense of Community Belonging
- To Promote Positive Parent & Child Interactions

Our Programs:

- Home Visits
- Parent Education Workshops
- Parent Support
 - Women With Purpose
 - Single Moms Support Group
- Play groups
- Early Childhood Education Programs
 - On-site childcare for children ages 6weeks to 6 years
- School Age Care
 - Off-site childcare for before and after school, and vacations, for school age children ages 5 years to 12 years.
- Emergency Food Shelf & Family Assistance
- Reach Up Case Management
- Learning Together: Job Readiness, Education, and Supports for Young Parents
- Information & Referral
- Community Development

Our History: The Milton Family Community Center (MFCC), has been providing support and services to families with young children since its inception in 1985. In the mid-80s, families living in Milton had very limited access to social service agencies, as well as very limited to no transportation. A concentration of isolated and low-income families living in substandard housing caused a Head Start outreach worker, Lisa Horel, to collaborate with other social services and home health workers, to see if appropriate serves could be obtained to assist these at-risk families. Together they developed the concept of a community center which would emphasize and encourage positive relationships between young children and their parents through education and family support in a more accessible location right within the town of Milton. Start-up funding was provided by a federal grant through the U.S.

Department of Health and Human Services to the Champlain Valley Head Start program in the amount of \$90,000. In 1987, MFCC moved from its rented building, to its own building on Main Street in Milton. The historic building, known as Austin's Hall, was over 120 years old and had been the hub of Milton's social and cultural life throughout much of its history. The building which seemed spacious at the time, had a large area for children on the ground level, and space for administrative and staff offices on the second floor. Initially MFCC provided Milton families with parent/child playgroups, a part-time preschool program known as TYKES, parent education and support, and home visiting services. As MFCC and its programs began to expand, it soon became evident that the space on Main Street was becoming inadequate for meeting the growing needs of the families for increased services and supports. In the year 2000, MFCC purchased and began its move into its current home on 23 Villemaire Lane. In this new location, MFCC expanded its services and supports to include a licensed full-day child care program for children ages 6 weeks to 6 years, Reach Up Case Management, Food Shelf, Family Literacy programs, Teen programs, the PATCH network, a Community Garden, and an off-site school age program known as MASK. MFCC currently provides services and supports to over 600 families living in the town of Milton and the surrounding areas of Colchester, Essex, Essex Jct, Georgia, Fairfax, Westford, Jericho, and Winooski. The need for increased services and space to provide those services is ever-growing, and MFCC is currently facing the same space challenge as it had in the late 1990's.

Our Commitment to the Vermont Parent Child Center Network in Providing State-Wide Services and Supports for Vermont Families

In addition to our rich history of services and supports within the town of Milton, MFCC is one of the four original Parent Child Centers in the state of Vermont that advocated and successfully created the Vermont Parent Child Center Network (VPCCN). VPCCN was created in 1986 by four Parent Child Center directors, and now includes fifteen centers across the entire state of Vermont. VPCCN is a coalition of fifteen legislatively designated centers that provide children, youth and families with strength based, holistic and collaborative services across Vermont with a focus on early childhood education and prevention services. The VPCCN provides leadership, support and advocacy on behalf of its membership, and in collaboration with key partners, in order to achieve the best outcomes for families. As established in 33 V.S.A. state statute 3701, Parent Child Centers are community-based non-profit organizations established for the purpose of providing prevent, early intervention and early child development services to prospective parents and families with young children including those children who are medically, socio-economically or developmentally at risk. All Parent Child Centers are committed to providing at a minimum the following eight core services: home visiting, early childhood services, parent education, parent support, on site services, playgroups, information and referral, and community development. Each Parent Child Center provides a physical presence in their community that is a welcoming place for families with young children. Parent Child Centers offer the opportunity for a public and private sector partnership, both fiscally and ideologically, in providing services and supports that allows both best practice for families and best use of limited resources. By legislative mandate, each Parent Child Center plays a key leadership role in community planning and development.

Governing Board Member Responsibilities:

The Board of Directors is the legal authority for MFCC. As a member of the Board, a Director acts in a position of trust for the community, and is responsible for the effective governance of the organization. All Board members are required to:

- Be knowledgeable about and uphold MFCC's by laws and policies.
- Attend MFCC Board meetings and serve on a minimum of one committee.
- Establish overall long & short term goals, objectives and priorities, in conjunction with the Executive Director, for MFCC in meeting the needs of the community.
- Be knowledgeable about MFCC's programs, finances, and operations.
- Monitor and evaluate the effectiveness of MFCC through a review of programs and services, and adhere to the eight core Parent Child Services.
- Adopt a budget for the fiscal year.
- Actively participate in MFCC fund development activities.
- Promote MFCC and all of its programs.
- Oversee the work of and receive reports directly from the Executive Director.
- Conduct an annual performance evaluation of the Executive Director.
- Hire or terminate the Executive Director.
- Be aware of and abstain from any conflict of interest.
- Ensure the organization has sufficient and appropriate human resources.
- Ensure effective community relations.

Time Commitment: All Board members are expected to attend all board meetings and serve on a minimum of one Board committee. The total monthly time commitment is an average of four (4) hours per month. The term commitment is three (3) years.

Regular Board meetings are the second Monday of every month, from 5:30 pm to 7:00pm. Every meeting must have at a minimum a quorum of 50% plus one. Board members who cannot attend a meeting must give prior notification to either the President of the Board or the Executive Director. Two consecutive absences without prior notification will be cause for dismissal from the Board of Directors.

In addition to monthly regular Board meetings, all Board members are required to serve on a minimum of one Board committee. Board committees meetings are scheduled by the committee chairperson, and are typically once a month for one to two hours per meeting.

WHY SERVE?

HAVE AN IMMEDIATE AND LASTING IMPACT

GAIN EXPERTISE ON COMPLEX ISSUES

BUILD VALUABLE NETWORKS AND RELATIONSHIPS

GROW AS A LEADER THE ONLY WAY YOU CAN – THROUGH EXPERIENCE

COMMUNITY RECOGNITION

CHANNEL CREATIVE ENERGY

THE NEED IS GREAT, IF NOT YOU, WHO?

Officers of the Board Responsibilities: The officers of the MFCC Board consist of a President, a Vice President, a Secretary, a Treasurer, and an Immediate Past President. Election of officers takes place at the first meeting of Board of Directors following the Annual Meeting of the Corporation and they shall be elected by and from the Board of Directors. Officers serve for terms of one (1) year or until their successors are elected. The President may not simultaneously hold any other office. The other officers may serve in not more than two (2) offices simultaneously. The President will serve no more than three (3) consecutive terms.

Duties of Officers:

President: The President shall preside at all meetings of the Board of Directors and shall cause regular and special meetings of the Board of Directors to be called in accordance with the MFCC By-Laws. The President shall see that the books of the Corporation, reports, statements and any other documents required by State law are properly made, kept and filed according to law. The President shall enforce the By-Laws and perform all duties incident to the position and office, which are required by law.

Vice President: The Vice President shall assist the President and shall perform the duties of the President in the absence or upon the disability of the President to act.

Secretary: The Secretary shall keep full and accurate minutes of all meetings and shall authenticate the records of the corporation upon request. The Secretary shall conduct the correspondence of the Corporation and perform other clerical and recording duties, as ordered by the Board.

Treasurer: The Treasurer shall cause to be kept, full and accurate records and accounts of all receipts and disbursements authorized by the Board. The Treasurer shall present a financial statement at every regular meeting of the Board of Directors and shall make a full report at the annual meeting. The Treasurer will ensure that the Corporation accounts are examined annually by an auditor, and upon satisfaction that the corporate annual report is correct, shall sign a statement of that fact at the end of the report.

Committee Descriptions:

Development: The purpose of the development committee is to promote and educate the community on MFCC and its programs in an effort to secure volunteer and financial support. This committee oversees MFCC's Fund Development Plan and Public Relations Plan.

Finance: The purpose of the finance committee is to routinely assess financial performance of MFCC and conduct periodic audits of the internal accounting procedures. This committee oversees the financial conditions of MFCC by reviewing the annual budget, cash flow projections and profit/loss statements.

Infrastructure: The purpose of the infrastructure committee is to plan and coordinate improvements to the physical plant of MFCC. This committee identifies areas that need to be maintained on a regular basis as well as identifying unscheduled maintenance needs.

Program: The purpose of the program committee is to assess the quality of the programs that MFCC delivers and to assess/promote opportunities for program changes or additions. This committee is responsible for reviewing the process for monitoring and improving overall quality of services delivered.

Board Members Expectations

To help MFCC be successful and to be a valued board member, I will keep the following as my expectations:

I am responsible for the stability and development of MFCC. As a member of the Governing Board, I pledge to help carry out the mission of MFCC.

I am responsible to review, approve, and monitor the annual budget.

I am responsible to take an active role in fundraising for the organization. Along with my other board members accept the responsibility of meeting the annual campaign goal as established in the budget.

I am responsible to read, understand, and re-enforce the MFCC organizational by-laws.

I am responsible to understand the legal aspects of the organization and to ensure proper insurance coverage and policies established to monitor implementation of these policies.

I agree to give annually what is for me a substantial financial donation.

I understand that board service will involve a commitment of my personal time, talent and energy.

I will be active on one or more committees.

I understand that my attendance at board and committee meetings is crucial to the progress of the organization and will commit to be present no less than 80% of the time.

I understand that the day to day operation is the responsibility of the staff.

I agree to keep confidential any sensitive information shared at board or committee meetings, or in conversation with staff or other board members.

As a member of the board, I pledge to carry out this agreement to the best of my ability and to trust and encourage my fellow board members to do likewise.

MFCC Staff Support to the Board

MFCC staff will provide me with appropriate financial information that allows me to make sound fiscal decisions which ensures the organization's financial health.

MFCC staff will provide statistical and analytical reports on the membership, programs, and services of MFCC to aid the board members in making informed policy decisions.

These responsibilities I accept in good faith as a member of the Milton Family Community Center (MFCC) Governing Board.

Board Member Signature

Date