

QUALITY COMMITTEE CHARTER

General Statement of Purpose

The purpose of the Quality Committee is to focus on increasing quality of the field of out-of-school-time (OST) and support the development of regional and/or statewide systems that ensure high quality afterschool and summer learning programs throughout the state. This Quality Committee will work on quality through implementation strategies for quality standards and data collection and continuing to look at available tools and trainings for professional development.

Authority

The Quality Committee shall serve at the request of the PSAYDN Steering Committee.

Composition

The Quality Committee's membership shall consist of at least (8-10) members of the Network, as determined by the Steering Committee, and include network members and external stakeholders with experience/interest in afterschool and summer program quality, training, and technical assistance.

Meetings

The Quality Committee shall meet as many times as they (or the Steering Committee) deem necessary, but in no event, less than quarterly, and Quality Committee members shall strive to attend all meetings.

The Quality Committee may conduct any meeting by use of any electronic means of communication provided: (1) all participating members may simultaneously hear or read each other's communications during the meeting or (2) all communication during the meeting is immediately transmitted to each participating member and each participating member is able immediately to send messages to all other participating members.

Notice of all meetings shall be provided no less than 48 hours in advance of such meeting. A majority of the members of the Quality Committee shall constitute a quorum. The act of a majority of Quality Committee members present (either in person or electronically) at a meeting at which a quorum is present shall be the recommendation of the Quality Committee.

Function and Duties

The functions of the committee are:

- Oversee and support education, best practices, and professional development for OST leaders.
- Identify "best practice models" and share/promote successful efforts among membership and stakeholders.
- Research and recommend tools to measure quality programs and programming.
- Prioritize OST quality efforts utilizing the strategic goals, available data and surveys.

The duties of individual task force members include, but are not limited to:

1. Attend a minimum of 75% of meetings annually.
2. Be prepared by reviewing agendas and supporting documentation.
3. Serve as a contributor and advocate for the quality of afterschool within their region.