

**Charter for the
Arlington Partnership for Children, Youth & Families
May, 2014**

Introduction: The Arlington Partnership for Children, Youth & Families (APCYF) was created as an advisory body jointly appointed by the County Board of Arlington County, Virginia (the “County Board”), and the Arlington County School Board (the “School Board”), (jointly the “Boards”).

Mission (Purpose): APCYF’s mission is to improve the health, well-being and safety of children, youth and families, guided by the Developmental Assets Framework. We collect and analyze data; identify community needs; engage the community and advocate for improved policies, programs and resource allocations.

Governing Documents:

- Developmental Assets Framework, adopted in 2001

Functions and Scope: The APCYF shall keep the Boards, other county and school officials, and the community apprised of issues and actions regarding children, youth and families.

- Identify Community Needs
 - Collect survey data in direct collaboration with APS
 - Monitor regional, state and national data for comparison
 - Identify, develop and monitor goals for the health, well-being and safety of children, youth, and families
- Engage the Community
 - Disseminate data to the Boards, APCYF’s working committees, county and school staff, and the general public
 - Facilitate collaboration among the community, residents, public and private service providers, schools, non-profit organizations, local businesses, the faith community, and other persons interested in the APCYF’s mission
 - Convene community groups to develop and implement strategies, programs, and services to meet the goals
- Advocate
 - Base our positions on our data analysis
 - Bring matters to the Boards’ attentions related to existing or new policies
 - Inform the Boards of the community’s needs through written reports, presentations or meetings
 - Educate the community to understand the Developmental Assets Framework

Membership:

The APCYF shall be comprised of 24 members. These members are drawn from the community (16 people), ACG (6 people), and APS (2 people). All meetings are open to the public.

Appointed Community Members (16):

APCYF appointed members are expected to serve as a liaison to interested parties in Arlington. All members serve at the pleasure of the Boards.

- Members will be appointed for two-year terms, and with reappointment, shall be permitted to serve no more than six (6) consecutive years. The appointees shall reflect the racial, ethnic, cultural, religious and geographic diversity of Arlington County.
- Two (2) members shall be identified to be Chair and Vice Chair. They shall serve 1 year, renewable terms in these roles.
- An appointed member who fails to attend three (3) APCYF meetings in a calendar year will be advised to review their roles and responsibilities commitment with the Chair or Vice-Chair.

Arlington County Government (ACG) and Arlington Public School (APS) Members (8):

These members shall be ongoing members of APCYF and shall not be appointed for terms.

- ACG (6): Senior-level staff or their designee from the departments of Libraries, Police, Juvenile Courts, Parks and Recreation, Human Services Divisions of Child and Family Services and Public Health
- APS (2): Senior-level staff or their designee from Student Services and Administrative Services

Committee Membership: APCYF has several ongoing committees such as Developmental Assets, Report Card, Board Development, and may create other committees as necessary, to accomplish specific APCYF missions. Committee membership may include persons who are not appointed members of APCYF.

Staff Liaison: The County Manager through DHS shall hire a Coordinator to act as liaison between APCYF and the County Staff.

Meetings: APCYF will meet as needed to adequately fulfill its roles and responsibilities outlined in this charter. The full APCYF meets monthly while additional committees and

workgroups meet as needed and report to the full APCYF. All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available on the APCYF website to the public in a timely manner.

Reporting to the Boards: APCYF will provide recommendations to the County and School Boards about Arlington's children, youth and families. APCYF will submit an annual report to the Boards after consultation with the APCYF Board Liaison. APCYF may, from time to time, be asked to provide comment at a regular Board meetings or Board work sessions. Testimony from advisory groups such as APCYF on budget and capital spending priorities is always welcome. The APCYF Chair should consult with the staff liaison and review the published public hearing schedules.

Update of this Charter: From time to time, APCYF shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.