

OUR **COMMUNITY.**  
YOUR **LEADERSHIP.**  
THEIR **FUTURE.**



# Job Description

First Things First (FTF) regional partnership councils are local governance bodies responsible for planning, making grants, and implementing actions to improve early childhood development and health outcomes within a defined geographic area of the state (a region). Regional partnership council members provide vision and leadership, as well as local governance and oversight, for the development of programs, services and collaborations to help every child, birth to age 5, enter kindergarten prepared to learn.

Regional partnership council members are volunteers who apply to serve, are screened and interviewed, and then are appointed by the FTF state Board.

The ideal candidate for regional partnership council membership will possess:

- A passion for ensuring every child has every opportunity to succeed.
- The commitment to excellence in creating healthy, safe and developmentally-appropriate learning environments for young children.
- A belief in the strength of parents and caregivers.
- A belief in the value of community collaboration.

## **Purpose:**

Each member of the regional partnership council is an integral part of the leadership team providing direction and vision toward the achievement of the FTF goals within their region. Council members are responsible for conducting the duties as defined under the law (A.R.S. 8-1161) and oversee efforts for their region in partnership and with oversight of the FTF state Board. Key responsibilities are local governance, strategic planning and advancing the mission of First Things First.

## **Requirements:**

1. Applicants must work or reside in the region.
2. Applicants must be willing to serve a four-year term on the regional partnership council.
3. Applicants must be able to commit to at least ten hours of work per month, including meeting preparation, committee meetings and regional partnership council meetings.

### **Applicant Experience and Abilities:**

1. Demonstrated ability to work well with others in a diverse setting.
2. Demonstrated ability to work for consensus and to collaborate.
3. Willingness to commit the time required for participation.
4. Ability to share ideas while respecting the views of others.
5. Ability to probe proposals assertively, knowledgeably and purposefully.
6. Ability to analyze proposals clearly and critically.
7. Demonstrated ability to communicate ideas clearly and participate constructively.
8. Ability to understand the fundamental and strategic needs of the region.
9. Evidence of prior experience serving on a business, community or agency governing board is considered helpful, but is not required.

### **Responsibilities:**

1. Act in the best interest of the region's children and residents.
2. Work to engage community participation region wide.
3. Attend all regional partnership council meetings.
4. Prepare for regional council meetings, including review of meeting materials and documents.
5. Attend workshops, member training and any other special meetings scheduled.
6. Promote the mission and goals of First Things First.
7. Oversee the development of the regional needs and assets assessment.
8. Develop and oversee a strategic plan (regional funding plan).
9. Recommend grants for funding and service delivery to achieve outcomes established by the FTF state Board.
10. Conduct meetings and business according to the policies established by the FTF Board, including but not limited to operating under the requirements of Arizona's Open Meeting Law and Conflict of Interest Law.

### **Resources:**

1. Regional director and support staff to facilitate and support all aspects of the work of the regional partnership council.
2. Regional partnership council orientation, training and technical assistance as needed.
3. Mileage and meal reimbursement for out-of-town meetings and trainings.

# Background

On November 7, 2006, Arizonans made a historic decision on behalf of our state's young children. By majority vote, they passed Proposition 203, a citizen's initiative to fund quality early childhood development and health programs for kids birth to age 5, before kindergarten. Voters backed that commitment with an 80-cent per pack tax increase on tobacco products, so that funding for early childhood services would not be at the mercy of economic and political winds.

The initiative also created the FTF state Board and regional partnership councils to share the responsibility of ensuring that these funds are spent on strategies that will result in improved education and health outcomes for Arizona's young children. FTF's vision and mission guide its work.

## VISION

All Arizona's children are ready to succeed in school and in life.

## MISSION

First Things First is an essential leader and partner in creating a family-centered, equitable, high-quality early childhood system that supports the development, well-being health and education of all Arizona's children, birth to age 5.

The FTF governance structure includes both a state level Board and local regional partnership councils. The model combines consistent state infrastructure and oversight with strong community involvement in the planning and delivery of services.

- The FTF state Board (the Board) consists of nine (9) volunteer members, appointed by the Governor and confirmed by the Senate, and three (3) non-voting/ex-officio members who are State agency (Department of Health Services, Department of Education and Department of Economic Security) directors or designees. The Board also invites representatives from AHCCCS and the
- Department of Child Safety as well as an indigenous representative to participate in Board meetings. The Board has responsibility for planning and implementing actions that will result in an improved system of early childhood development and health statewide.
- The regional partnership councils each consist of 11 members who reside or work in the region and who bring early childhood knowledge and perspectives from several different areas, including a parent, a child care provider, a health services provider, and others. The regional partnership councils identify and prioritize the unmet need for early childhood development and health programs in the region.

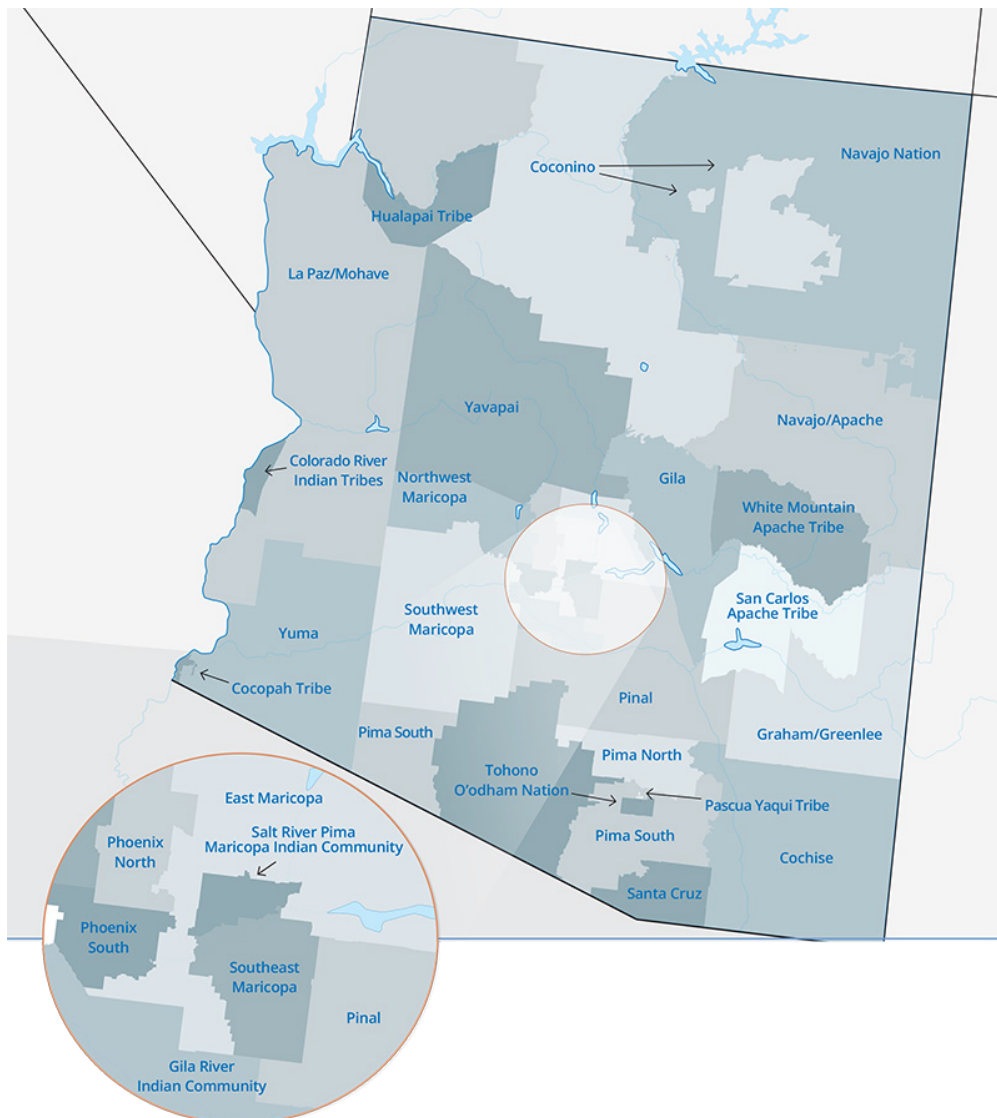
The FTF geographic regional boundaries were initially established in 2007. The Board may review boundaries every two years. Any approved boundary changes take effect the following July 1.

Indian tribes recognized by the federal government with tribal lands located in the State of Arizona may:

1. Participate in the designated geographical region or regions in which their tribal lands are located or
2. Elect to have its tribal lands treated as a separate region by the Board.

There are 28 regional partnership councils throughout Arizona. See page 12 for details of the geographic areas served by each regional council. You may also visit [FirstThingsFirst.org/regions](https://www.firstthingsfirst.org/regions) to see a map with each region and other detailed regional information.

## Statutory Responsibilities



Each regional partnership council has a variety of responsibilities under the law. Responsibilities defined in A.R.S. Title 8, Chapter 13, Section 1161 are:

- A. Identify the assets available for early childhood development and health programs in its region, including opportunities for coordination and use of other available funding sources.
- B. Identify and prioritize the unmet need for early childhood development and health programs in its region.
- C. Submit a report detailing assets, coordination opportunities and unmet needs to the Board biannually. (The FTF Board shall have the discretion to approve or reject a regional partnership council's assessment, in whole or in part, or to require revisions.)
- D. Annually develop a regional plan for the expenditure, during the next fiscal year, of funds budgeted by the Board pursuant to 8-1184 to meet the needs identified in its region.
- E. Conduct the approved programs directly and/or make the approved grants pursuant to Section 8-1173.
- F. Increase parents', caregivers' and providers' access to information about early childhood development and health programs.
- G. Optionally solicit private funds from individuals, corporations and foundations to support its efforts to improve the quality of and access to early childhood development and health program in its region. The Board must approve any gifts received in response to regional partnership council solicitations.

# Composition and Requirements

1. As defined in A.R.S. Title 8, Chapter 13, Section 1162, each regional partnership council shall be made up of 11 members who reside or work in the region. The members need to include at least one person for each category listed below. While examples under each category are provided, individual applicants may qualify for a category based on experience or a description not specifically included but which is consistent with community norms.
  - **Parent of a child age 5 years or younger.** An individual who is a parent of a child 5 years or younger at the time of appointment to the regional council, which may include a guardian who is the primary caregiver of a child 5 years or younger.
  - **Child care provider.** An individual who is: a child care, early education or preschool provider from a program licensed by the Arizona Department of Health Services, certified by the Arizona Department of Economic Security, authorized by a Tribal government, the U.S. Department of Defense or registered with Child Care Resource and Referral.
  - **Health services provider.** An individual serving children 5 years and under. May include, but not limited to: physicians, nurses, county health department lay health care workers, school nurses, dentists, dental hygienists, registered dietitians, physical therapists, occupational therapists, speech therapists, psychologists or other physical and mental health services paraprofessionals.
  - **Public school administrator.** An individual with administrative responsibilities in public schools, public charter schools, mission schools or federal/Bureau of Indian Education schools on tribal lands.
  - **Early childhood educator.** Individual who provides early childhood professional development instruction. Includes, but is not limited to: community college and university level instructors or administrators and educators in other professional development organizations.
  - **Member of the business community.** An owner, officer, CEO or member of the executive management staff of a for-profit or not-for-profit business.
  - **Representative of the faith community:** An individual with a voluntary or paid role within the faith community, a Traditionalist in a Tribal community or other representation consistent with the community norms and titles.
  - **Representative of a philanthropic organization.** A member of the Board of Directors or executive management staff of a philanthropic organization.
  - **Tribal public official/employee:** A public official or employee of a Tribal government. (This applies if a tribe is located in a region.)
  - **At large representative.**

2. Members must either work in or reside in the region of the regional partnership council on which they serve.
3. Members should, as much as possible, reflect the cultural, ethnic and geographic diversity of the population of the region.
4. Members are appointed by the Board. An application and selection process is in place in order to make recommendations to the Board.
5. Terms run for four years, to beginning and ending July 1. Terms are staggered, so some current terms end July 1, 2024 and others end July 1, 2026.
6. Members may serve on only one regional partnership council at a time.
7. Members who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the regional partnership council. A.R.S. 8-1162(D). The full attendance policy is available in the regional governance policy.
8. Members are not eligible to receive compensation. They are eligible for travel expenses and reimbursement for subsistence pursuant to A.R.S Title 38, Chapter 4, Article 2.
9. Members are immune from personal liability with respect to all acts done and actions taken in good faith within the scope of their authority during duly constituted regular and special meetings with approval of a majority of the regional partnership council.



# Application, Selection and New Appointment Process

1. The application to serve on a regional partnership council is posted on the FTF website, [FirstThingsFirst.org/serve](https://FirstThingsFirst.org/serve).

If you are unable to complete the online application, please call 602-771-5065 to request a paper application form.

2. Applications may be submitted online, by mail or by fax:
  - a. Application may be made online at [FirstThingsFirst.org/serve](https://FirstThingsFirst.org/serve)
  - b. Applications submitted by mail shall be sent to:  
First Things First  
ATTN: Regions  
4000 N. Central Ave., Suite 500  
Phoenix, AZ 85012
  - c. Applications submitted via fax shall be sent to: 602-274-6351
3. Applicants may apply for up to three regional partnership councils, one for where they live and up to two for where they work. If an applicant is submitting an application based on where they are employed, on region selected must be for the regional partnership council in which their office resides. If an applicant's work is conducted at multiple sites across multiple regional partnership councils then the applicant may select to apply for up to one additional region.
4. This is a public application process. Applicants' names may be made available to the public at any time during the process.
5. Pursuant to the Americans with Disabilities Act, FTF will make reasonable accommodations for persons wishing to serve as regional partnership council members. Applicants may request a reasonable accommodation, such as a sign language interpreter, by calling the First Things First offices at 602-771-5065. Requests should be made as to allow sufficient time to arrange the accommodation.
6. Any questions regarding the application should be directed to 602-771-5065.

## Screening

FTF staff screen applications and refer applicants to a nominating committee. The approach to review and screening includes:

- a. Noting that the applicant lives or works in the region and that the applicant meets the required description of at least one of the member categories and/or is applying as a member at large.
- b. Reviewing the application for experience, skills and knowledge.

## Interviewing and Appointment

1. Interviews will be conducted by a nominating committee. The nominating committee is responsible for directly recommending appointments to the Board.
2. The nominating committee rates interview responses using a point system based on the responsiveness to the interview question. The nominating committee forms consensus ratings for each interview.
3. The nominating committee forwards appointment recommendations to the FTF chief executive officer (CEO) for review. The CEO may request additional recruitment and/or interviews be conducted or submit recommendations to the Board.
4. At the next scheduled Board meeting, the Board considers recommendations and may approve new appointments to regional partnership councils.
5. FTF staff notify newly appointed regional partnership council members. Applicants who were interviewed but not appointed will also receive notification. Applications remain on file for consideration for at least two years.
6. Following notification, new appointees need to:
  - A. Sign a *Conflict of Interest Acknowledgment* affirming their commitment and their awareness of conflict of interest issues.
  - B. Complete a *State Service Disclosure Statement* related to potential conflicts of interest; i.e. identify any potential conflict of interest such as investment in, ownership of, or employment with, an organization that may benefit from decisions of the council.
  - C. Complete the *Arizona Department of Administration Volunteer Registration Form*.
  - D. Participant in orientation.
  - E. Complete required documentation and required training for State of Arizona volunteer service including an I-9 form and public service ethics training.

# Conflict of Interest

Board members, regional partnership council members and FTF staff must shall comply with the conflict of interest provisions of A.R.S. Title 38, Chapter 3, Article 8. These statutes set the minimum standards expected of public officers and employees who, in their official capacities, are faced with a decision or contract that might affect their direct or indirect pecuniary or proprietary interests or those of a relative. Section 38-503 provides in part:

- A. Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase.
- B. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

Under this law, a Board member, regional partnership council member or FTF staff member who has a conflict of interest must disclose the interest and refrain from participating in the matter. Guidance on this subject is found in the *Arizona Agency Handbook*, which is available on the Attorney General's website.

<https://www.azag.gov/office/publications/agency-handbook>

# Regional Boundaries Definitions

In addition to the boundary descriptions below, you may also visit [FirstThingsFirst.org/regions](https://www.firstthingsfirst.org/regions) to see a map with the regions and access detailed information about each region.

**Cochise Regional Partnership Council** serves Cochise County. It also includes all of ZIP code 85602, which crosses into Pima County.

**Coconino Regional Partnership Council** serves Coconino County and the tribal lands belonging to the following tribes: the portion of the Hopi Tribe in Navajo County, the San Juan Southern Paiute Tribe, the Kaibab Band of Paiute Indians and the Havasupai Tribe. It also serves the city of Winslow. The region does not include the city of Sedona in Coconino County, the portion of the Hualapai Reservation or the Navajo Nation in Coconino County, nor the Forest Lakes Community located in Coconino County.

**Cocopah Indian Tribe Regional Partnership Council** serves the communities of the Cocopah Indian Tribe Reservation.

**Colorado River Indian Tribes Regional Partnership Council** serves the communities within the Arizona boundaries of the Colorado River Indian Reservation including the town of Parker, Arizona.

**East Maricopa Regional Partnership Council** serves the communities of Ahwatukee, Carefree, Cave Creek, Chandler, Fort McDowell Yavapai Nation, Fountain Hills, Guadalupe, Paradise Valley, Rio Verde, Scottsdale and Tempe. The ZIP codes associated with those cities are: 85044, 85045, 85048, 85224, 85225, 85226, 85248, 85249, 85250, 85251, 85253, 85254, 85255, 85257, 85258, 85259, 85260, 85262, 85263, 85264, 85266, 85268, 85281, 85282, 85283, 85284, 85286, 85331 and 85377. The region does not include the Salt River Pima-Maricopa Indian Community.

**Gila Regional Partnership Council** serves Gila County including the communities of Claypool, Globe, Hayden, Miami, Payson, Pine/Strawberry, Roosevelt, Star Valley, Tonto Basin, Winkelman and Young, as well as the tribal lands of the Tonto Apache Tribe. The region does not include the tribal lands of the White Mountain Apache Tribe referred to as the Fort Apache Indian Reservation nor the tribal lands of the San Carlos Apache Tribe referred to as the San Carlos Apache Indian Reservation.

**Gila River Indian Community Regional Partnership Council** serves the tribal lands of the Gila River Indian Reservation Community.

**Graham/Greenlee Regional Partnership Council** serves Graham County and Greenlee County. The region does not include the San Carlos Apache Indian Reservation.

**Hualapai Tribe Regional Partnership Council** serves the communities of the Hualapai Tribe Reservation.

**La Paz/Mohave Regional Partnership Council** serves La Paz County, Mohave County and the Arizona portion of the Fort Mojave Indian Tribe Reservation. The regional area does not include the Colorado River Indian Reservation, the Hualapai Tribe Reservation or the Kaibab Band of Paiute Indian Reservation.

**Navajo Nation Regional Partnership Council** serves the tribal lands of the Navajo Nation within Arizona.

**Navajo/Apache Regional Partnership Council** serves in Navajo and Apache counties including the Zuni Reservation. The regional area also includes the unincorporated community of Forest Lakes. The region does not include the city of Winslow or the following tribal lands: Fort Apache Indian Reservation, the Navajo Nation or the Hopi Tribe Reservation.

**Northwest Maricopa Regional Partnership Council** serves the communities of Aguila, El Mirage, Glendale, Luke Air Force Base, Morristown, Peoria, Sun City, Sun City West, Surprise, Waddell, Wickenburg, Wittmann and Youngtown. The ZIP codes associated with those cities are: 85301, 85302, 85303, 85305, 85307, 85308, 85309, 85310, 85320, 85335, 85342, 85345, 85351, 85355, 85358, 85361, 85363, 85372, 85373, 85374, 85375, 85376, 85378, 85379, 85381, 85382, 85383, 85385, 85387, 85388 and 85390. The regional area also includes the portions of ZIP codes 85304 and 85306 within Glendale city limits.

**Pascua Yaqui Tribe Regional Partnership Council** serves the Pascua Yaqui Tribe Reservation in the community of New Pascua.

**Phoenix North Regional Partnership Council** serves the city of Phoenix, north of Thomas Road, and as far north as the county line. At the northern most point, this includes the ZIP code areas of 85086 and 85087, the communities of New River and Anthem. The region does not include the city of Phoenix portions of the following ZIP code areas: 85308, 85310, 85331 and 85254; or the Maryvale area: 85031, 85033 and 85037.

**Phoenix South Regional Partnership Council** serves the city of Phoenix, south of Thomas Road, but also including the communities of Maryvale, north of Thomas (full ZIP code areas of 85031 and 85033 and the city of Phoenix portion of 85037). The region does not include Ahwatukee.

**Pima North Regional Partnership Council** serves the communities of Catalina Foothills, Mount Lemmon, Marana, Oro Valley, Rillito, the City of South Tucson, and the Central and Northern Foothills parts of Tucson, including ZIP codes: 85619, 85658, 85701, 85704, 85705, 85707, 85708, 85709, 85710, 85711, 85712, 85713, 85714, 85715, 85716, 85718, 85719, 85726, 85730, 85737, 85739, 85741, 85742, 85743, 85745, 85748, 85749, 85750, 85755 and the portion of ZIP code 85653 in Pima County. The region also includes Davis Monthan Air Force Base.

**Pima South Regional Partnership Council** serves Pima South County including Ajo, Amado, Arivaca, Green Valley, Lukeville, Sahuarita, Sasabe, Summit View, Three Points, Vail and Why, and some Tucson ZIP codes. Pima South ZIP codes include: 85321, 85341, 85601, 85611, 85614, 85622, 85629, 85633, 85637, 85641, 85645, 85706, 85735, 85736, 85746, 85747, 85756 and 85757. The region also includes ZIP code 85645 in Santa Cruz County. The region does not include the portion of the Tohono O'odham Nation in Pima County nor ZIP code 85602 in Pima County.

**Pinal Regional Partnership Council** serves Pinal County and the Ak-Chin Indian Community. The area does not include the portion of Apache Junction city limits or ZIP code 85120 within Maricopa County, or the tribal lands of Gila River Indian Community, the Pascua Yaqui Tribe Reservation, the San Carlos Apache Indian Reservation or the tribal lands of the Tohono O'odham Nation.

**Salt River Pima-Maricopa Indian Community Regional Partnership Council** serves the Salt River Indian Reservation.

**San Carlos Apache Regional Partnership Council** serves the communities of the San Carlos Apache Tribe located on the San Carlos Apache Indian Reservation.

**Santa Cruz Regional Partnership Council** serves the communities of Santa Cruz County. The region does not include ZIP code 85645 or the town of Amado.

**Southeast Maricopa Regional Partnership Council** serves the communities of Gilbert, Higley, Mesa, Queen Creek and the following ZIP codes in Maricopa County: 85120, 85142, 85201, 85202, 85203, 85204, 85205, 85206, 85207, 85208, 85209, 85210, 85212, 8213, 85215, 85233, 85234, 85295, 85296, 85297 and 85298. The region does not include the portion of Salt River Pima-Maricopa Indian Community, the Gila River Indian Community or the portion of Apache Junction city limits outside of Maricopa County.

**Southwest Maricopa Regional Partnership Council** serves the communities of Arlington, Avondale, Buckeye, Dateland, Gila Bend, Goodyear, Litchfield Park, Palo Verde, Tolleson and Tonopah. The region also includes ZIP codes: 85139, 85322, 85323, 85326, 85333, 85337, 85338, 85340, 85343, 85353, 85354, 85392, 85395 and 85396 in Maricopa County. The region does not include the Tohono O'odham Nation or Gila River Indian Community.

**Tohono O'odham Nation Regional Partnership Council** serves the tribal lands of the Tohono O'odham Nation in Arizona.

**White Mountain Apache Tribe Regional Partnership Council** serves the communities of the White Mountain Apache Tribe of the Fort Apache Indian Reservation.

**Yavapai Regional Partnership Council** serves the communities of Yavapai County, including the tribal lands of the Yavapai-Apache Nation. The region also includes the portion of the city of Sedona located in Coconino County.

**Yuma Regional Partnership Council** serves the communities located in Yuma County, including the Arizona portion of the Quechan Tribe of Fort Yuma Indian Reservation. The region does not include the Cocopah Tribe Indian Reservation.

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