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Director



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## Policy Council and Parent Committee

**Policy Council** - Policy Council is a group that consists of parents and legal guardians of Head Start/Early Head Start children currently enrolled in either program, former Head Start/Early Head Start parents and community agency representatives. The Policy Council is a shared decision making body of the Head Start/Early Head Start program that works in partnership with key management staff and the agency governing body to develop, review, and approve or disapprove certain policies and procedures; serve as a link to the Parent Committee, governing body and community; and assist Parent Committees. Policy Council members are elected by the parents in each center on an annual basis

### ***Benefits of Joining the Parent Policy Council:***

- Develop leadership skills
- Network with other parents and staff
- Represent the voice of the children and parents at your site

**Parent Committees** - Parent Committees exist in every Head Start center. These committees work with the Family Advocate and classroom staff to organize events inside and outside the classroom. Additionally, committee members help plan monthly parent meetings that include all parents of children in the center.

### ***Parent Committee Officers and Duties:***

#### **President**

The Parent Committee President plays a lead role in fostering an environment where parent involvement is encouraged and respected. The president organizes meetings, fosters and welcomes inclusiveness and diversity of volunteers and their contributions, and supports the growth and retention of the group. Main responsibilities include:

- Organizing and presiding over all meetings
- General Supervision and leadership of the Parent Committee
- Be versed in the Parent Committee Guidelines
- Work with Secretary to set the meeting agenda
- Perform other duties as may be assigned

#### **Community Action Promise:**

Community Action Changes People's Lives, Embodies the Spirit of Hope, Improves Communities, and Makes America A Better Place To Live. We Care About the Entire Community, and We Are Dedicated To Helping People Help Themselves, and Each Other.

Revised 11/2018

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### **Vice-President**

The Parent Committee Vice-President acts as an aide to the president in fostering an environment where parent involvement is encouraged and respected. The vice-president will perform the duties in the absence of the president. Other main responsibilities include:

- Attendance at Parent Committee meetings
- Be versed in the Parent Committee Guidelines
- Perform other duties as may be assigned

### **Secretary/Treasurer**

The Parent Committee Secretary is responsible for keeping an accurate record of the proceedings of all Parent Committee meetings. Main responsibilities include:

- Attendance at all Parent Committee meetings
- Work with President to set the agenda
- Verifies, along with event chair, all monies received
- Keeps accurate record of receipts and expenditures
- Work with Family Service staff to send out announcement of the meeting (date and time)
- Sends out agenda and any pertinent documents necessary prior to the meeting
- Distribute attendance sheet at meetings
- Type minutes shortly after meeting and email to President for approval
- Perform other duties as may be assigned

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