

HCAP HEAD START
POLICY COUNCIL MEMBER
Position Description

INTRODUCTION

The Head Start Policy Council is the main policy body to the Head Start director. The purpose of the council is to set policy and to assist in the organization, planning and development of the Head Start program. The Policy Council is comprised of parent/guardian representatives, community representatives, and an HCAP board representative.

The parent/guardian Policy Council representative serves as the link between the Center or Home-base Parent Committee and the Policy Council. The parent/guardian representative conveys information, issues and concerns between the Parent Committee and the Policy Council and participates in discussions and decision-making regarding the overall operations of the Head Start Program. The community representative serves as the link between the agency, business or organization it represents and the Policy Council. The HCAP board representative serves as the link between the grantee's governing body and Policy Council.

ESSENTIAL POSITION RESPONSIBILITIES

(Please refer to the Policy Council By-laws, Article II, Section 2: Responsibilities for more details)

- Reviews the Policy Council meeting packet prior to meetings so that he or she can come prepared to participate fully in discussions and decision-making.
- Attends all regular and special meetings of the Policy Council. Informs alternate if unable to attend so that the alternate can attend the meeting in his or her place. If alternate also cannot attend the meeting, informs the Policy Council or the Head Start administrative secretary of intended absence.
- Participates on at least one Standing Committee to work with staff on specific issues or activities.
- Parent/guardian representative attends monthly Parent Committee meetings. Shares information from Policy Council meetings and takes issues, questions, or concerns from the Parent Committee back to the Policy Council for clarification and/or resolution.
- Participates in community events to promote Head Start, to assist in recruitment efforts, and to help mobilize resources to meet the needs of the program.
- Advocates for quality services for the children and families enrolled in Head Start and initiates suggestions for program changes, as needed.
- Abides by the Policy Council by-laws, including the Code of Conduct, Confidentiality statement and Conflict of Interest statement contained within the by-laws.

- Submits a written resignation to the Policy Council Chair or the Head Start administrative secretary if he or she is no longer able to fulfill the duties and responsibilities of this position.

MINIMUM QUALIFICATIONS

- Parent/guardian of currently enrolled child, or community representative concerned about services for low-income families, or an HCAP board member.
- Willing to fulfill the duties and responsibilities of a Policy Council representative.