

Policy Council Information Sheet

1. The Policy Council is made up of parents and community representatives.
2. At least 51 percent of Council members are parents.
3. Head Start parents from all four counties serve on the Highland Rim Economic Corporation/Head Start Council.
4. Community representative work or volunteer for agencies or organizations that provide services to children and families.
5. The Policy Council can be compared to a School Board.
6. The Council approves 1) the hiring or firing of Head Start employees, 2) the budget, and 3) grants, plans and policies.
7. Parents will elect Policy Council members for their center or county at the September parent committee meeting.
8. A parent member and alternate and a community representative(s) will be elected for each county.
9. A parent who volunteers or is nominated to serve on the Policy Council should be very sure he or she can attend daytime meetings.
10. The Council will meet on the fourth Tuesday of each month at the Highland Rim Head Start Central Office in Erin, Tn.
11. Most Council meetings will begin at 11:00 am and end by 12 noon with lunch served following the meeting.
12. Council members who attend meetings will be provided transportation or paid mileage and for the cost of childcare.
13. The Policy Council makes very important decisions concerning how money is spent and centers operate. Parent members and community representatives should attend all meeting or notify the central office if they cannot attend.

07/14

POLICY COUNCIL MEMBER

REPORTS TO: Parents and Chairperson

RESPONSIBILITIES:

1. Work in partnership with the Director, key management staff and the Agency Board of Directors to develop funding applications.
2. Review and approve all funding applications, budgets, and amendments.
3. Assist with developing both long-term and short-term program plans and goals.
4. Assist with the program's annual self-assessment.
5. Make decisions to change program options or recruitment areas and to apply for expansion funds.
6. Make decisions to hire or terminate program employees.
7. Attend local parent meetings and act as a spokesman for these parents at the Council and Board levels.
8. Ensure program operation and fiscal management follows Policy Council approved policies and procedures.
9. Assist in resolving community complaints and employee grievances.
10. Serve on various committees when appointed by the chairperson.
11. Act as an advocate for both the program and children and families in the community and at the state and national levels.
12. Attend Policy Council and Committee meetings and joint Board and Policy Council training.
13. Take the duties of Policy Council member seriously.
14. Devote adequate time to the position.
15. Adhere to the Policy Council
 - Oath of Confidentiality
 - Code of Conduct

QUALIFICATIONS:

1. Parent of a child currently enrolled in the program or a community leader with a strong commitment to causes which effect children and families.
2. Willingness to volunteer time, energy, and knowledge to improve the quality of services to children and families.

I, _____, do hereby state that I am able and willing to perform the essential duties under this job description.

Signature

County

Date