

The Children's Learning Center

Policy Council Roles and Responsibilities

The Policy Council will guide and oversee all policies, which are set for the program in accordance with 1304.50. It oversees the administration of the corporation in conjunction with the Board of Directors in specific areas that are defined in the Head Start Performance Standards and the Grants Administration Manual. The Policy Council sets agency policy in accordance with the mission statement, provides fiscal oversight, approves grants and contracts, and supports fund raising efforts of the agency. The Policy Council is composed of Head Start parents and community representatives. There are three responsibilities of the Head Start Policy Council as stated in the performance standards.

General Responsibility

- a. The group with legal and fiscal responsibility that guides and oversees policies, which are set for the program.
- b. The Policy Council has no general responsibilities.

Operating Responsibility

- a. Is the most active area of responsibility. When an individual or group has this responsibility, it does the work or activity that is necessary.
- b. Policy Council's only operating responsibility is to establish and maintain procedures for hearing and working with the grantee to resolve community complaints about the program.

Must Approve or Disapprove

- a. This group must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups.
- b. Approve or disapprove procedures for program planning.
- c. Approve or disapprove program's philosophy and long and short-range program goals and objectives.
- d. Approve or disapprove delegate agencies, center locations.
- e. Approve or disapprove the program's funding applications and amendments.
- f. Approve or disapprove the numbers and members of all policy groups and the methods for recruiting and selection.
- g. Approve or disapprove the procedures describing shared decision-making.
- h. Approve or disapprove the written procedures for resolving internal disputes.
- i. Approve or disapprove employment policies and periodic changes to them.
- j. Approve or disapprove the hiring or firing of the Head Start Director of Grantee Agency.
- k. Approve or disapprove the recruitment, selection, and enrollment of children.
- l. Approve or disapprove the amount of reimbursement to Policy Council members for expenses.
- m. Approve or disapprove the hiring or firing of the Head Start staff of Grantee Agency.
- n. Approve or disapprove the annual self-assessment and audit.

Additional responsibilities that the Policy Council must perform directly but are not limited to:

- a. Serve as a link to the Parent Committees, Board of Directors, public and private organizations, and the communities they serve.

1304.50 (c) (d)

10/4/2012

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PC App _____ Date _____

Board App _____ Date _____

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- b. Assist Parent Committees in communicating with parents enrolled to ensure that they understand their rights, responsibilities, and opportunities in Head Start and to encourage their participation in the program.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- e. Establish and maintain procedures for working with the program to resolve community complaints about the program.
- f. Become familiar with the program by visiting the center during operation hours a minimum of two times each year.
- g. Be an active advocate for Head Start programs throughout the community.
- h. Participate in Policy Council development training.
- i. Be able to support the collective goals and objectives of Head Start and TCLC.