

Head Start of Lane County

Policy Council Representative Job Description

Purpose: To participate in the process of making decisions about the nature and operation of Head Start of Lane County.

Qualifications:

1. Must be a parent of a currently enrolled child in Head Start of Lane County and be elected by the parent committee.
2. A representative of the community that has an interest in low-income families, can contribute to the program, and has been approved by Policy Council.

Representatives Cannot:

1. Be an employee or a family member of an employee of Head Start of Lane County (see By-Laws for exceptions).
2. Have served on a Policy Council for more than three years.

Tasks:

1. Attend New Council Orientation – offered in October.
2. Attend Policy Council meetings: 2nd Tuesday of the month from 6:00pm to 9:00pm. Childcare costs will be supplemented; transportation costs will be supplemented for outlying areas.
3. Share in decision-making process for Head Start of Lane County.
4. Assist the parent committee with helping enrolled parents know their rights, responsibilities and opportunities.
5. Encourage parent participation in the program.

Areas of Responsibility

Operating Responsibilities

1. Establish and maintain procedures for hearing and working with Head Start of Lane County to resolve community complaints about the program.
2. Approve or disapprove the following:
 - a. Procedures for program planning.
 - b. Program's work plan.
 - c. The recruitment/selection and enrollment plan.
 - d. The reimbursement rate for Policy Council member expenses.
 - e. The numbers and members of Policy Council and governing groups, and the methods of recruiting and selecting them.
 - f. The employment policies and periodic change to them.
 - g. The proposed actions of hiring and firing Head Start of Lane County staff.
 - h. The funding applications and amendments.
 - i. The annual self-assessment.
 - j. The procedures describing shared decision-making.
 - k. The written procedures for resolving internal disputes.

Other Responsibilities

1. Serve as a link between public, private and local organizations, the Board of Directors and the community served.

2. Have the opportunity to initiate suggestions and ideas for program improvements.
3. Recruit volunteer services from parents, community residents and community organizations, and mobilize community resources to meet identified needs.
4. Assist in the coordination and monitoring of Parent Activity Funds.