

RONALD V. MCGUCKIN AND ASSOCIATES

**Post Office Box 2126
Bristol, Pennsylvania 19007
(215) 785-3400 (215) 785-3401 (Fax)
childproviderlaw.com**

POLICY COUNCIL JOB DESCRIPTION

Guiding Principles:

- Must be established as early in the Program Year as Possible
- Must be comprised of Parents of currently enrolled children **AND** community representatives. At least 51% of membership must be Parents of Currently enrolled children.
- Parent Members of Policy Council must be elected annually. Community Representatives must be selected annually.
- Must attend Policy Council Meetings to carry-out functions listed below.

General Responsibilities:

- **Must work in partnership with Board of Directors and Management Staff to Develop, Review, and approve or disapprove the following Policies and Procedures of the Program:**
 - ❖ Funding Applications and Amendments to Funding Applications, including Administrative Services, prior to submission to Health and Human Services
 - ❖ Implementation of Shared Decision Making Procedures
 - ❖ Programs Philosophy, mission statement, and the programs short and long-term goals/objectives
 - ❖ Composition of Policy Council and the procedure for election and selection of members
 - ❖ Plan for recruiting, selecting and enrolling qualified families
 - ❖ Participate in the Program's Annual Self Assessment
 - ❖ Personnel Policies and any changes to those policies, including conduct for staff, consultants and volunteers
 - ❖ Personnel Actions: hiring, terminating or promotion of any Employee paid with Head Start funds
- **Must perform the following functions directly:**
 - ❖ Serve as a link to the Parent Committees, Governing Body, public and private community organizations, and the community at large
 - ❖ Assist Parents Committees in communicating with parents of enrolled children regarding their right, responsibilities and opportunities in the program.
 - ❖ Assist Parent Committees in planning and coordinating programs and activities for parents and ensure that funds are set aside for such programs and activities
 - ❖ Assist in recruiting volunteers to help with the program.
 - ❖ Establish and maintain procedures for working with Board of Directors to resolve community complaints about the program.
 - ❖ In conjunction with the Board of Directors: Develop an Impasse Resolution Procedure for resolving internal disputes between the Board of Directors and Policy Council.