



ROLES AND RESPONSIBILITIES
FOR
HEAD START/EARLY HEAD START
POLICY COUNCIL (PC)
AND
PARENT ADVISORY COMMITTEE (PAC)



Together We Achieve the Extraordinary

**ROLES AND RESPONSIBILITIES
FOR
HEAD START/EARLY HEAD START POLICY COUNCIL (PC) AND PARENT
ADVISORY COMMITTEE (PAC)**

RESPONSIBILITIES:

- To maintain positive interactions with parents, children and staff.
- To develop a partnership with parents and staff in making decisions about program changes and policies.
- To attend monthly PAC meetings the third Tuesday of the month (9:00 a.m. in the SETA Boardroom) unless another date has been designated for a special meeting.
 - ❖ Note: PAC Representatives (6) elected from the PAC to sit on the Policy Council are to attend PC monthly meetings on the fourth Tuesday of the month (9:00 a.m. in the SETA Boardroom) unless another date has been designated for a special meeting.
 - ❖ Note: A parent that works for SETA or a Delegate Agency shall not be eligible to be elected to the PC/PAC or Policy Committee. (Exception – parents who are working on a temporary basis. Performance Standards Program Governance 1301.3(b)(2).)
- To arrange for child care to attend the PC/PAC meetings. You will be reimbursed for child care and transportation/mileage.
- To notify the Alternate and at least one of the following: PC/PAC Chair, or the central office Clerk of the Boards/Committee if you cannot attend the meeting.
- To learn how to conduct a meeting.
- To become familiar with the new Performance Standards, 1301 Program Governance; school readiness goals; Parents, Family, and Community Engagement; the PC/PAC Bylaws; and the 5-Year Goals and Objectives.
- When convenient, to participate on special committees and exam/interview/screening panels of prospective candidates for SETA Head Start/Early Head Start positions.

- To communicate the concerns and interests of your center parent meetings (PC/PAC and Policy Committee) to keep parents and staff informed on pertinent program information.
- To participate in program evaluation(s). Parents will be asked to take part in the monitoring and evaluating process (Office of Head Start Monitoring Protocol) and the annual program Self-Assessment.
- To provide a written report to the PC/PAC on parent conferences attended.
- To invite community based agencies/organizations to PC/PAC meetings at the center level to share information beneficial to Head Start/Early Head Start infants, children and family members.
- To advocate for your needs, the needs of your children, family members and community members in which you live. (Example: Attend Community Meetings.)
- To share your accomplishments at PC/PAC, Policy Committee and center parent meetings, such as: recently employed, graduating from high school, college, and obtaining a GED.

QUALIFICATIONS:

- Parent must be a parent of a child/children currently enrolled in the Head Start/Early Head Start program.
- Interest in making decisions for the Head Start/Early Head Start program.

MEMBERSHIP COMPOSITION:

- At least 51% of the PC/PAC Representatives are parents of a child/children currently enrolled in the Head Start program. Community Representatives such as grandparents, foster parents, former parents, and community members may serve as representatives of the community. In no case, should representatives of the community exceed 51% of the total group. No staff member (nor members of their families) shall serve on the PC/PAC in a voting capacity.
- PAC Members are elected by parents of the Head Start/Early Head Start program.
- PC Members are elected by local Policy Committees (Delegate Agencies) and by the SETA Head Start Operated Program's Parent Advisory Committee (PAC).

TERM:

- Members are elected for a one-year term beginning in November and ending in November.
- Members may serve a maximum of five years (this applies whether terms are consecutive or separated in time. The Policy Council, Policy Committee, and the Parent Advisory Committee must limit the number of one year terms any individual may serve on either body to a combined total of five years.

(Method of Operations: Shared Decision Making involving the Parent Advisory Committee, Policy Council, Executive Director, Deputy Director Children and Family Services, Governing Board, and the Board of Directors.)