

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



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FOR
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

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 3rd 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 4th Tuesday of the month (9:00 a.m. in the SETA Boardroom) unless another date has been designated for a special meeting.
- 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 Board/Committee if you cannot attend the meeting.
- To learn how to conduct a meeting.
- To become familiar with the Performance Standard, 1304.50 Program Governance and new laws, the PC/PAC Bylaws, the 3-Year Goals and Objectives and the PC/PAC calendar.
- 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/Agency to the PC/PAC, as well as provide a report at center parent meetings/Policy Committee Meetings, 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, and the needs of your children, family members and the community members in which you live. (Example: “Public Policy Symposiums” and attending 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. Past Parents of Head Start children 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 1-year term beginning in November and ending in November.
- Members may serve a maximum of (3) three years (this applies whether terms are consecutive or separated in time and includes all membership categories). 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 three (3) years.

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