



# TLINGIT & HAIDA HEAD START

## *Central Council Tlingit and Haida Indian Tribes of Alaska*

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### Policy Council CHAIR PERSON DESCRIPTION OF DUTY

#### Summary of Duties:

- Conduct and chair Policy Council meetings.
- Visits the Head Start center on a regular basis to meet with staff.
- Help and support other PC members in carrying out their responsibilities.
- May be called upon to attend community meetings and other policy groups to discuss and advocate for the needs of Head Start families.
- Maintains contact with Central Office staff and PC Executive Committee members on a regular basis (at least monthly).
- Coordinate parental evaluation of the Administrative staff performance on an annual basis.
- Check regularly on progress of PC Committees and offer assistance and support as needed.
- Coordinate with Program Director to schedule PC meetings and help determine the agenda.
- Will read all information sent before meetings to make informed and timely decisions.

#### Qualifications:

- Good oral and written communication, leadership, and facilitation skills.
- Must be willing to travel and attend scheduled Policy Council meetings.
- Must be willing to devote extra time each month to take care of PC duties.
- Must be active in their local Parent Center Committee.
- Must attend all PC meetings or designate an alternate.

## **TLINGIT AND HAIDA HEAD START**

### **POLICY COUNCIL**

#### **VICE-CHAIRPERSON**

#### **DESCRIPTION OF DUTY**

##### **Summary of Duties:**

- Assumes duties of Chairperson in his/her absence.
- Works with Chairperson as a member of the PC.
- Makes on-going observations in classroom, several visits a year, to assist staff in carrying out Education Plan.
- Helps and supports other PC members in carrying out their responsibilities.
- Assists the Chairperson in monitoring the progress of PC Committee and chairs Committees as directed by the Chairperson.
- May be called upon to attend community meetings and other policy groups to discuss and advocate for the needs of Head Start families

##### **Qualifications:**

- Must be able to and willing to give extra time to help take care of PC duties.
- Must be willing to lead working committees of the Policy Council and/or step in for the President as needed.
- Must be active in their Local Parent Center Committee.
- Must attend all PC meetings or designate an alternate.
- Good oral and written communication, leadership, and facilitation skills.
- Must be willing to travel.

## **TLINGIT AND HAIDA HEAD START**

### **POLICY COUNCIL**

#### **SECRETARY-TREASURER**

#### **DESCRIPTION OF DUTY**

##### **Summary of Duties:**

- Works with Chairperson as a member of the Policy Council.
- Takes minutes of PC meetings and sends copies to the Central Office. Reads minutes at PC meetings and shares them at local Parent Center Committee meetings.
- Keep files, minutes of PC meetings, in-kind contributions, volunteers, parent involvement, correspondence, etc.
- Helps and supports other PC members in carrying out their responsibilities.
- Monitors PC members attendance (sends reminder notices when counsel members miss meetings).

##### **Qualifications:**

- Ability to manage a checking account and report on funds used and funds available.
- Prefer someone with experience in accounting for funds.
- Ability to make clear, legible notes of all discussions, activities, and action by the PC.
- Must be active in their Local Parent Center Committee.
- Must attend all PC meetings or designate an alternate.
- Must be willing to travel.

# **TLINGIT AND HAIDA HEAD START**

## **POLICY COUNCIL**

### **REPRESENTATIVE**

#### **DESCRIPTION OF DUTY**

##### **Summary of Duties:**

- Represents all the parents and children in the Head Start program.
- Attends an annual meeting a year in Juneau (usually in December); will participate in two to three other meetings conducted by teleconference.
- Prepares reports of center activities for Policy Council meetings.
- Participates actively in making decisions that affect all programs.
- Reads all information sent in a timely fashion to assure being able to make informed decisions.
- Regularly visits, contacts and supports Head Start center staff and children.
- Trains and informs alternate member-at-large so s/he is prepared to serve as a substitute on the PC when necessary.
- Maintains contact with site supervisor on a regular basis.
- Works cooperatively with parents, staff, and Program Director to assist in achieving the goal of quality programs.
- Meet with principals/teachers/school board members and other community resources to discuss common concerns and ways each program can help the other.

##### **Qualifications:**

- Must have a child enrolled in Head Start or be an active past parent in your local parent center.
- Prefer someone who is eager to learn and willing to give extra time to Head Start.
- Must be active in their Local Parent Center Committee.
- Must attend all PC meetings or designate an alternate. Must attend first PC Meeting.
- Must be willing to travel

## **TLINGIT AND HAIDA HEAD START**

### **PARENT POLICY COUNCIL**

#### **COMMUNITY REPRESENTATIVE**

#### **DESCRIPTION OF DUTY**

##### **Summary of Duties:**

- Provides information, expertise, and resources to Policy Council members and management staff.
- Attends two two-day meetings a year in Juneau (usually in October and April); will participate in two to three other meetings conducted by teleconference.
- Participates actively in making decisions that affect all programs.
- Reads all information sent in a timely fashion to assure being able to make informed decisions.
- Work cooperatively with parents, staff, and management staff to assist in achieving the goal of quality programs.
- May be called upon to attend community meetings and other policy groups to discuss and advocate for the needs of Head Start families.

##### **Qualifications:**

- Must be from Tlingit & Haida Head Start communities.
- Must be familiar with resources and services for low-income children and families.
- May be from the businesses, public or private community, civic, and professional organizations; and others. Can include parents of formerly enrolled children.
- Is eager and willing to volunteer time to Head Start and is willing to serve as a mentor and role model, as well as resource person.
- Provides expertise to the Head Start program in areas that the program requires assistance.
- Must be willing to travel.

# **TLINGIT AND HAIDA HEAD START**

## **POLICY COUNCIL**

### **ALTERNATE**

### **DESCRIPTION OF DUTY**

#### **Summary of Duties:**

- Represents all the parents and children in the Head Start program.
- When elected Representative is unavailable, attends Policy Council meetings; two meetings are scheduled in Juneau (usually in October and April).
- Attends all meetings conducted by teleconference.
- Assists Representative in preparing reports of center activities for Policy Council meetings.
- Reads all information sent in a timely fashion to assure being able to make informed decisions when needed.
- Regularly visits, contacts and supports Head Start center staff and Policy Council Representative.
- Makes self available for training and information provided by the Representative so s/he is prepared to serve as a substitute when necessary.
- Works cooperatively with parents and staff to assist in achieving the goal of quality programs.
- Along with the Representative, meets with principals/teachers/school board members and other community resources to discuss needs of Head Start families.

#### **Qualifications:**

- Must have a child enrolled in Head Start.
- Prefer someone who is eager to learn and willing to give extra time to Head Start.
- Must be active in their Local Parent Center Committee.
- Must be willing to travel.
- Must be willing to substitute in case of Representatives absence.