

OESD HEAD START/ECEAP/EHS
Policy Council Job Description (updated 10/08)

TITLE: Policy Council (PC) Representative

LOCATION: Policy Council (PC) meetings will be held the third Tuesday of the month.

TERM: November of current year through **November of next year.**

RESPONSIBILITIES:

- Attend monthly Policy Council meetings (refer to attached Appendix A for meeting responsibilities)
- **Call before** each meeting to reserve dinner and/or child care or report that you cannot attend
- Report the news from the Policy Council meetings to your center (usually at Family Gatherings) & collect families' interests and comments
- Post Policy Council meeting minutes and related information at your site or home visitor program
- Represent community and/or community agency needs and interests (community representatives) at meetings
- Select a Policy Council Subcommittee or other activity that most interests you:
 1. ERSEA Advisory Committee
 2. Finance and Policies
 3. Personnel Hiring Panel
 4. Health Advisory Committee
 5. Policy Council Planning Committee

QUALIFICATIONS:

- Current Head Start/ECEAP/EHS parent/guardian, past parent/guardian or community representative
- Desire to learn group process and facilitation skills
- Practice good listening skills
- Enjoy meeting new people

REWARDS:

- Have a voice in your child's education
- Gain experience for future work on boards or employment
- Team with administration and staff in making decisions

TIME COMMITMENT:

- Participation on subcommittees which could be done via meetings, telephone, e-mail, mail or whatever works best for your schedule.
- Two hours per month at Policy Council