



# **Shared Governance System**

Shared Governance = meaningful consultation, collaboration and decision making

# **Head Start Governance and** Management Responsibilities

#### Adopt practices to ensure active. independent and informed

- governance: Governing body bylaws
- Procedures for accessing and collecting information
- Written standards of conduct, including conflicts of interest and complaints
- · Procedures for selecting Policy Council members
- · Advisory committees

### **Governing Body/Tribal Council**

Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

#### Select:

- Delegate agencies and the service areas for such agencies Establish:
- Procedures and criteria for recruitment, selection, and enrollment
- All funding applications and amendments
   Results and follow-up activities from federal monitoring

### Review and Approve:

- · Major policies and procedures, including Self-Assessment,
- financial audit, and personnel policies
- Progress on implementing the HS grant, including corrective actions
- Major expenditures
- Operating budgetSelection of auditor
- · Actions to correct audit findings

#### Receive and Use:

· Annual, monthly, and periodic reports\*

## THE NATIONAL CENTER ON Program Management and Fiscal Operations

\*Reports that are generated and used by management, then shared with and used by Policy Council and governing

- HHS secretary
- · Financial statements
- Program information
- Enrollment USDA
- Financial audit Self-Assessment
- Community assessment
- PIR

### Take Action: Head Start

Director and other lead staff

procedures

Establish impasse

**Policy Council** Assumes Responsibility for Head Start Program

### Approve and submit to the governing body decisions regarding:

- Activities for parent involvement/engagement
  Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- Budget planning, including reimbursement and participation in Policy Council activities
- Policy Council bylaws
- Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- · Policy Council election procedures
- · Recommendations on delegates/service areas

### Receive and Use:

Annual, monthly, and periodic reports\*

#### **Provide Legal Oversight:**

- · Ensure compliance with federal laws and state, tribal, and local
- Provide Leadership and Strategic Direction:
- Develop, plan, and evaluate the Head Start

### **Management Staff**

Assumes Operating Responsibility for **Head Start Day-to-Day Functions** 

### Take action:

- Implement policies
- · Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise staff
- Monitor compliance
- Generate and use annual,
- monthly, and periodic reports\*

   Share reports with Policy Council and governing body\*

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