# Head Start of Lane County

# Policy Council Representative Job Description

*Purpose:* To participate in the process of making decisions about the nature and operation of Head Start of Lane County.

*Qualifications:*
1. Must be a parent of a currently enrolled child in Head Start of Lane County and be elected by the parent committee.
2. A representative of the community that has an interest in low-income families, can contribute to the program, and has been approved by Policy Council.

*Representatives Cannot:*
1. Be an employee or a family member of an employee of Head Start of Lane County.
2. Have served on a Policy Council for more than five years.

*Tasks:*
1. Attend New Council Orientation – offered in October.
2. Attend Policy Council meetings: 2nd Tuesday of the month from 6:00pm-9:00pm. Childcare and mileage costs will be offered at a flat rate based on location and number of children.
3. Share in decision-making process for Head Start of Lane County.
4. Encourage parent participation in the program.
5. Participate in agency committees as the parent representative: Curriculum, Enrollment and Trauma Informed Care.

*Areas of Responsibility:*
*Operating Responsibilities*
1. Establish and maintain procedures for hearing and working with Head Start of Lane County to resolve community complaints about the program.
2. Approve or disapprove the following:
    a. Policies and procedures of program operations.
    b. The reimbursement rate for Policy Council member expenses.
    c. The proposed actions of hiring and firing of Head Start of Lane County staff.
    d. The funding applications and amendments.
    e. The annual self-assessment.

*Other Responsibilities*
1. Serve as a link between public, private and local organizations, the Board of Directors and the community served.
2. Have the opportunity to initiate suggestions and ideas for program improvements.
3. Can attend community events with the Enrollment staff to promote Head Start enrollment and services to community residents and community organizations.