

**UMATILLA-MORROW HEAD START, INC.
POLICY COUNCIL REPRESENTATIVE
JOB DESCRIPTION**

PURPOSE: To participate in the process of making decisions about the nature and operation of the program.

QUALIFICATIONS:

- ! Must be a parent of a currently enrolled child in Head Start, EHS, or OPP programs, and be elected by parents at the center level or
- ! 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:

- ! Be an employee or a family member of an employee of Umatilla-Morrow County Head Start, Inc.
- ! Have served on Policy Council for more than three years.

TASKS:

- ! Attend a full day Orientation to Policy Council.
- ! Attend Policy Council meetings the third Tuesday of every month from 11:30 to 2:00 in Hermiston. Transportation and child care will be provided or reimbursed.
- ! Serve as a link between local centers and Policy Council by attending center meetings and reporting back to the center information from Policy Council.
- ! Serve as a member for Policy Council committees.
- ! Share in the decision making process for Umatilla-Morrow County Head Start.
- ! Assist the parent committee with helping enrolled parents know their rights, responsibilities, and opportunities. Encourage parent participation in the program.

AREAS OF RESPONSIBILITY:

OPERATING RESPONSIBILITY:

- ! Establish and maintain procedures for hearing and working with the grantee to resolve community complaints about the program.

MUST APPROVE OR DISAPPROVE THE FOLLOWING:

- ! Procedures for program planning.
- ! Program's goals and ways to meet them (the workplans.)
- ! The location of centers.
- ! The plan for the recruitment, selection and enrollment of children.
- ! The reimbursement rate for Policy Council members expenses.
- ! The numbers and members of Policy Council and governing groups and the methods for recruiting and selecting them.
- ! The Employment Policies and periodic changes to them.
- ! The hiring and firing of the Head Start Director and staff.
- ! The funding applications and amendments.
- ! The annual self assessment and audit.
- ! The procedures describing shared decision-making.
- ! The written procedures for resolving internal disputes.

OTHER FUNCTIONS

- ! Serve as a link between public, private, and local organizations, the Board of Directors and the community it serves.
- ! Have the opportunity to initiate suggestions and ideas for program improvements.
- ! Recruit volunteer services from parents, community residents and community organizations, and mobilize community resources to meet identified needs.
- ! Distribute Parent Activity Funds to Centers.
- ! Give approval to any fundraiser that is being done at the center level, prior to the activity.

