

Parent Committee Information Sheet

1. All Head Start parents are members of the parent committee.
2. All guardians are also members of the parent committee.
3. At the first parent committee meeting in August/September you will elect a chairperson, vice-chairperson, and secretary and decide the day and time you want to have monthly meetings.
4. Parents may decide not to meet monthly such as December, because of all of the other activities. Parents should vote on these months that have no meetings and it should be recorded in the minutes.
5. Parents will plan and carry-out center activities for children, parents, and staff.
6. Parent committee officers will meet or have a phone conference to plan parent committee meetings in advance that include a fun or entertainment event such as children singing, parents playing a game.
7. Ten dollars a child has been included in the budget for the Parent Activity Fund. As a member of the parent committee, you will decide how the money will be spent.
8. The Parent Committee belongs to you. Attend and participate in meetings. Take charge of your committee.

Date of First/Next Parent Committee Meeting _____

“Working Together, We Can Make A Difference”

PARENT COMMITTEE SECRETARY

REPORTS TO: Members of the Parent Committee

RESPONSIBILITIES:

1. Record accurate and legible minutes for each meeting.
2. Read the minutes of the previous meeting and make necessary corrections.
3. Record and read the actions of appointed committees.
4. Record new and old business and make necessary announcements.
5. Work closely with the chairperson and vice-chairperson to inform parents of meetings and other local activities and projects.
6. Record the date of the next meeting and time of adjournment.
7. Sign and date minutes at the end of each meeting.
8. Attend monthly Parent Committee meetings.
9. Devote adequate time to the office.
10. Take the duties of the office seriously.
11. Assist with planning and conducting activities and projects for parents, children and staff.

QUALIFICATIONS:

1. Parent of a currently enrolled child.
2. Ability and willingness to work as a member of a group.
3. Experience in this position and/or possess ability to record accurate and legible minutes.
4. Dependable and prompt.
5. Demonstrates good communication skills.

I, _____, do hereby state that I am able and willing to perform the essential duties under this job description.

DATE: _____ SIGNATURE: _____

PARENT COMMITTEE VICE-CHAIRPERSON

REPORTS TO: Members of the Parent Committee

RESPONSIBILITIES:

1. Conduct meetings in the absence of the chairperson.
2. Assist with planning meetings, preparing the agenda and other duties concerning Parent Committee meetings.
3. Serve on various committees.
4. Work in conjunction with the secretary to inform parents of the date and time of meetings and of other parent related activities.
5. Attend monthly Parent Committee meetings.
6. Assist with planning and conducting local activities and projects for children, parents and staff.
7. Devote adequate time to the office.
8. Take the duties of the office seriously.

QUALIFICATIONS:

1. Parent of a currently enrolled child.
2. Ability and willingness to work as a member of a group.
3. Dependable and prompt.
4. Demonstrate good communication skills.

I, _____, do hereby state that I am able and willing to perform the essential duties under this job description.

DATE: _____ SIGNATURE: _____

07/14

PARENT COMMITTEE CHAIRPERSON

REPORTS TO: Members of the Parent Committee

RESPONSIBILITIES:

1. Make recommendations for an agenda and other materials prior to the meeting.
2. Call the meeting to order and announce each item of business on the agenda in its proper order.
 - a. Reading of the minutes, correction and approval of the minutes.
 - b. Committee reports
 - c. Old business
 - d. New business
3. Recognize members seeking the floor to present motions or to debate issues.
4. State each pending motion clearly and ask for a second.
5. Ask for a vote after sufficient debate, tally votes and report the results.
6. Appoint parents to serve on committees.
7. Ask for a motion to adjourn the meeting.
8. Ensure that minutes and other parent meeting related materials are collected and filed on site.
9. Remain fair and impartial during meetings.
10. Keep order at meetings.
11. Refrain from expressing opinions, making motions or talking excessively.
12. Attend regular and called Parent Committee meetings.
13. Devote adequate time to the office.
14. Take the duties of the office seriously.
15. Plan and participate in local activities and projects.
16. Ensure parents are informed of date and time of meetings.

QUALIFICATIONS:

1. Parent of a currently enrolled child.
2. Ability and willingness to work as a member of a group.
3. Demonstrates good communication skills.
4. Experience in the position and/or possess the ability to effectively organize projects and activities.

I, _____, do hereby state that I am able and willing to perform the essential duties under this description.

DATE: _____ SIGNATURE: _____