

## Program Governance

### Task: Preparing for and Conducting the First Parent Committee Meeting

Task	Person Responsible	Date to be Completed
1. Schedule the First Parent Committee Meeting. All Materials for Parent Meeting will be included in Meetings Binder provided by Family Services Manager. Should you need additional copies, please refer to HRHS website. Parent Letter copiers will be provided with the binder	Family Services Manager	July/August
2. Mail or give a copy of the First Parent Meeting Letter <b>Flyer</b> to each parent.	Family Advocate	5 days before meeting
3. Complete and submit a purchase request for refreshments.	<b>Family Services Manager</b>	7 days before meeting
4. Copy the following meeting material for all parents and give copiers to Family Advocates for preparation of each of their meetings. <ul style="list-style-type: none"> <li>• First Parent Committee Agenda</li> <li>• Parent Committee Code of Conduct</li> <li>• Parent Committee By-Laws</li> <li>• Job Descriptions for Parent Committee Officers; Chairperson, Vice-Chairperson, and Secretary</li> <li>• Policy Council Information Sheet</li> <li>• Job Description of Policy Council Member</li> </ul>	Family Services Manager	Before Meeting
5. Discuss agenda, Code of Conduct, and Potential Officer. Create a Parent Committee Notebook to be used throughout the year.	Family Advocate/ Teaching Staff	Family Team Meeting
6. Arrange for space, chairs, name tags, for the meeting.	Family Advocate	Prior to Meeting
7. Purchase approved refreshments	Family Advocate	Day of Meeting
8. Greet and welcome parents and ensure parents: <ul style="list-style-type: none"> <li>• Sign-in</li> <li>• Receive handouts</li> <li>• Encourage parents to review handouts</li> </ul>	All Staff	Before Meeting Begins

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<p>9. Conduct the meeting according to the Parent Committee Meeting Agenda</p> <ul style="list-style-type: none"> <li>• Ask parents if they have a copy of the Parent Committee By-Laws and if they have any questions. Be able to discuss the highlights but not necessarily reading it to them.</li> <li>• Discuss the Parent Committee Code of Conduct and <b>Standards of Conduct</b> and ask parents to sign the code. All parents are members of the Parent Committee and must sign the Code of Conduct and <b>Standards of Conduct</b>.</li> <li>• Review the slate of Parent Committee Officers and their job duties. <ul style="list-style-type: none"> <li>○ Ask for nominations and seconds, then call for a vote form all parents for each officer.</li> <li>○ Determine the outcome of the votes for each officer.</li> <li>○ Ask officers to sign their job descriptions.</li> <li>○ File a copy of the signed job description in the Parent Meeting Notebook.</li> </ul> </li> <li>• Discuss Policy Council by utilizing the “Policy Council Information Sheet”. Answer any questions parents may have.</li> <li>• Discuss the process for selecting Policy Council members. <ul style="list-style-type: none"> <li>○ Review the Policy Council Member Job Description with parents.</li> <li>○ Present recommendations for Community Representatives. Parents will approve by vote, community representatives even if they may be returning representatives.</li> <li>○ Repeat the steps used for electing Parent Committee Officers to elect the parent Policy Council Representative and Alternate.</li> </ul> </li> <li>• Ask parents to decide on a day/time for the Parent Committee Meetings. It should be clarified to all present that PC members and Policy Council members must a parent or guardian of the enrolled Head Start Child. Former parents of Family/Household members who are not related to the enrolled Head Start child by blood or legal means cannot serve as an officer or committee member. They are more than welcome to come and participate but they will not be allowed to vote or serve.</li> </ul>	<p>Family Advocate Assigned Designee</p>	<p>During Meeting</p>
<p>10. Record all actions in the Parent Committee Meeting Minutes. (Refer to the procedure “Taking Parent Committee Meeting Minutes”.)</p>	<p>Designated Staff</p>	<p>During Meeting</p>
<p>11. Complete the Parent Committee Officer/Policy Council Member Form using the following format:</p> <ul style="list-style-type: none"> <li>• List the name of the classrooms and Family Advocate</li> <li>• List the name of each person clearly and correctly</li> <li>• List the complete address, e-mail, and telephone number for each person</li> </ul>	<p>Family Advocate</p>	<p>Day of Meeting</p>
<p>12. Post Parent Meeting Minutes on Parent Board</p>	<p>Family Advocate</p>	<p>Day after Meeting</p>

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13. Attach a copy of the minutes and submit to the Family Service Manager.	Family Advocate	Day after Meeting
14. File <b>copies of the</b> agenda, sign-in sheet, minutes and other relevant items in the <b>Parent Meeting Notebook</b> .	Family Advocate	After Meeting
15. Ensure the Meeting Notebook is current and available for review	Family Advocate	At All Times
16. <b>Submit meeting packet to Family Services Manager. This includes the agenda, meeting sign-in sheets, original minutes, meeting flyer, and other relevant items.</b>	Family Advocate	Monthly, by <b>5<sup>th</sup> of each month</b>