

14h. Center Officers and Their Duties

- [Lea este artículo en español \(lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/g-Parent-Center-Committee-Guidelines-Spanish/\)](https://lowercolumbia.edu/publications/head-start-handbooks/FS-PE/14-parent-meetings/g-Parent-Center-Committee-Guidelines-Spanish/)
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Chairperson

- Open meetings
- Call for minutes
- Preside over meetings in accordance with “Robert’s Rules of Order”
- Attend all committee meetings, Head Start functions and activities and/or delegate the responsibility to the co-chairperson
- Establish meeting date and time for Center Meeting and attend monthly meeting
- Serve as a moderator and only vote in case of a tie
- Allow full discussion so that people are clear about the issues

Vice-Chairperson

- Assume all Chairperson’s responsibilities during his/her absence
- Works with Chairperson and Secretary on agenda
- Attend monthly Center Meetings
- Assist the Chairperson as needed

Secretary / Historian

- Take minutes at all meetings and prepare for next meeting
- Read and answer correspondence as directed by the group
- Keep a set of minutes as a permanent record to be filed in the Head Start files and available to Head Start parents upon request
- Work with Chairperson and Vice-Chairperson on agenda for regular business meeting
- Attend monthly Center Meetings
- Help the Chairperson follow agenda and write down and read motions when needed
- Make three (3) copies of minutes: One each to Teacher, Advocate, and Chairperson
- Clip and save newspaper articles and pictures