

15b. Policy Council Officers Job Descriptions

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Policy Council meets the 4th Monday of each month from 6:00-8:00PM.

Term is from October to October.

There shall be at least one (1) Executive Committee meeting a month.

President

- Prepares meeting agendas with officers of the Policy Council and Head Start/EHS/ECEAP Director.
- Presides over the Policy Council and Executive Committee meetings as a non-voting, nonpartisan member. Casts the deciding vote in case of a tie.
- Represents the Policy Council in an official capacity, i.e. agency meetings (United Way, City Council, etc.)
- Shall call special meetings as needed.

Vice-President

- Presides at meetings in the absence of the President or if the President vacates the position.
- Assists President and Secretary in duties listed.
- Calls to remind representatives of upcoming Policy Council meetings.
- Makes telephone contact with Policy Council Representatives with irregular attendance.

Secretary

- Shall chair meetings in the absence of the President and Vice-President.
- Shall record the minutes and attendance of all meetings of the Policy Council.
- Keeps dated record of all Policy Council business.
- Writes correspondences as directed.

Treasurer

- Makes report to Policy Council of all expenditures and School Readiness In-kind.
- Meet monthly with the Director and/or Fiscal Specialist regarding the budget and School Readiness In-kind.

- Member of Budget Committee.

State Representatives

- Attends all State Association meetings and makes report to the Policy Council.
- Attends Executive Committee meetings.

Transition Coach *(to be present a minimum of 3 months, but may serve the program year)*

- Is an advisor to the President and Executive Committee.
- Has no voting rights.
- Has been a previous Executive Committee member within the previous three program years.