

Shared Governance

Board and Head Start Policy Council Roles and Responsibilities



Keys to Success



If have a Head Start program your agency has agreed to the provisions of the Head Start Act

- ◆ The Head Start Act specifies the parameters of the program, special emphases and specifies regulatory authority
- ◆ Regulations are developed by the Office of Head Start published in the Federal Register and/or issued to the grantees as Information Memos or Program Information Memos



Shared Governance

- ◆ The defined roles and responsibilities given to more than one group of individuals for the administration of a project
- ◆ For Head Start grantees those groups include:
 - Grantee Governing Board
 - Head Start Policy Council
 - Grantee Executive Director (and staff)
 - Head Start Director (and staff)



Roles and Responsibilities

◆ Defined by:

- Federal regulations
- Grant requirements
- State and local regulations
- Bylaws of Board and Policy Council
- Program goals and implementation plans
- Policies and procedures



Roles and Responsibilities

- ◆ Can be categorized as:
 - General Responsibility
 - Needs to be kept informed (oversight)
 - Operating Responsibility
 - Tasks and activities
 - Must Approve or Disapprove
 - Make a decision (vote)



Governing Board

- ◆ Legal and fiduciary responsibility
 - “the buck stops here”
- ◆ Defines the mission of the organization
 - “the big picture”
- ◆ General oversight of all the agency’s programs
 - Hires and evaluates the executive director
 - The board defines the level of information it receives about agency programs



Policy Council

- ◆ Responsible for being the “voice of the consumers” of the Head Start program
- ◆ Approves or disapproves recommendations from others
- ◆ Must vote on: plans, budgets, major changes in the HS/EHS program, and personnel
- ◆ Must have a role in self assessment
- ◆ Must be informed about community assessment and learning outcomes results



Agency Executive Director and Agency Staff

- ◆ Supervises the programs in the organization to ensure the mission of the organization is carried out
- ◆ Agency staff provide:
 - Fiscal Operations
 - Human Resources
 - Other support services defined in the organization
- ◆ Executive director is the “voice” of the organization to the community



Head Start Director and Staff

- ◆ Operating responsibility
 - Day-to day program and personnel supervision
 - monitoring, communications, planning, evaluation, recordkeeping, and reporting of program goals and services
- ◆ Design of the activities, strategies and procedures to carry out the goals and plans approved by the Policy Council



Characteristics of Positive Shared Governance

- ◆ Respect for the different roles each plays in the delivery of quality services
- ◆ Open and appropriate communication
- ◆ Attention to program priorities not personal priorities
 - “...is it good for the community, the families, the children?”



Respecting the Different Roles each Group has

- ◆ Defining for members of the Board, the Policy Council and Staff where and who makes which decisions in what order



What roles do we have?

- ◆ MCA Board of Directors
- ◆ Head Start Policy Council
- ◆ Executive Director and/or agency staff
- ◆ Head Start Director and/or Head Start staff



Head Start Budget



Information about Child Outcomes



Grant Applications and Modifications



Location of the Head Start Centers



Head Start Self Assessment

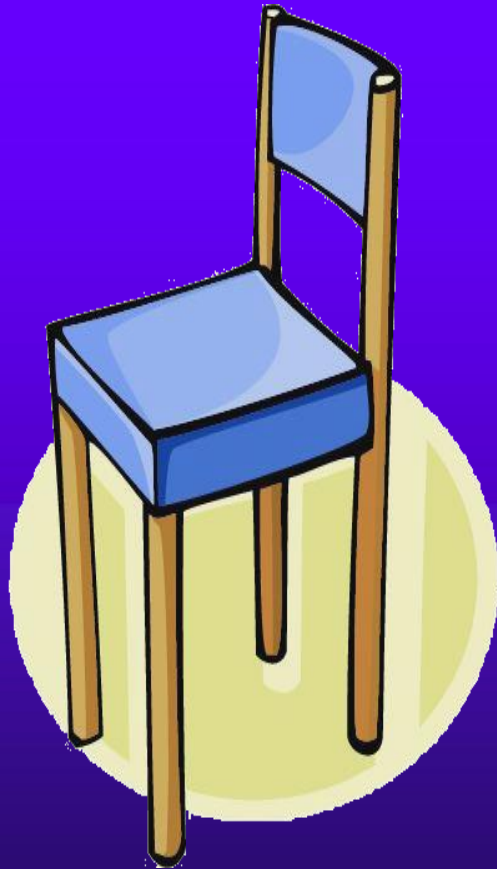


Changes to Policy Council By-Laws



Hiring of Head Start Staff

Think About Shared Governance as a Chair..



- ◆ It has four equally important legs
- ◆ It is balanced
- ◆ It supports
- ◆ If one leg breaks it no longer functions
- ◆ It is useful, functional and serves us well