



Policy Council Job Description

1. Policy Council Representatives and the NMCAA Agency Board of Directors together make decisions regarding the Head Start Program. Both groups must give their approval for an action to take place. This is called joint decision making.
2. Policy Council Representatives and the Agency Board of Directors vote to approve the Head Start Grants, program goals, annual audit, and personnel policies which includes hiring and termination policies, self-assessment results and program eligibility criteria.
3. In the Head Start hiring process, many Policy Council Representatives are called upon to be a part of various interview teams. These representatives then share the team's hiring recommendation(s) with the Policy Council for their approval.
4. The Policy Council promotes family involvement and offers suggestions and ideas for program involvement. Representatives share policy council information, questions and advocacy matters with their local center parent groups. Input from the center parent groups can be shared with the Policy Council.
5. At some Policy Council Meetings- there will be time for Policy Council Representatives to meet in a committee of their choice. The work of each of these committees leads to positive feedback that can have an impact on the entire program.
6. Please see the Policy Council By-Laws for more detail on Representative

Responsibilities. **Working Agreements**

- Confidentiality in conducting Policy Council business is extremely important.
- Treat others respectfully.
- Stay focused on Agenda Goals.
- The Parliamentarian will ensure that the meeting stays on topic. In order to allow all voices to be heard, the Parliamentarian may allot members 2 minutes to share thoughts.
- Describe the problem – facts only.
- Listen - No interruption.
- No yelling or swearing.
- No verbally assaulting any person.
- No physically assaulting any person.
- Use of Social Media is discouraged with regard to Policy Council Meetings or Members such as the following:
 - o Policy Council member's families or viewpoints.
 - o Decisions made at Policy Council.
- Violation of Working Agreements will be handled privately by the Executive Committee.

Conflict of Interest:

A conflict of interest refers to any reason an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions as a part of this council.

No NMCAA staff/provider or member of their immediate families may serve in a voting capacity on Policy Council.

Policy Council members may act as temporary staff substitutes only. Temporary is no more than forty-one (41) hours in one (1) month. Should you exceed 41 hours in one (1) month, you will be ineligible for service on Policy Council for the remainder of the program year.