

## THREE RESPONSIBILITIES

### GENERAL RESPONSIBILITY

The group with legal and fiscal responsibility that guides and oversees policies which are set for the program.

<b>HEAD START POLICY COUNCIL</b>	<b>GRANTEE BOARDS</b>
<ul style="list-style-type: none"> <li>• The Policy Council has no general responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>§ Ensure procedures for program planning are in place.</li> <li>§ Establish long-range goals &amp; objectives for the Head Start program.</li> <li>§ Determine Delegate Agencies and locations of the Head Start centers.</li> <li>§ Ensure that all funding applications and amendments are submitted to HHS.</li> <li>§ Establish criteria for recruitment, selection and enrollment of children.</li> <li>§ Determine the composition of the appropriate policy group, method for setting it up, and reimbursement of member=s expenses.</li> <li>§ Ensure that procedures are in place for the hiring and firing of Head Start staff, including the Director.</li> <li>§ Determine Head Start Employment Policies and periodic changes.</li> <li>§ Ensure through the annual self assessment that the program is carrying out the programmatic and fiscal intent of its grant application, including review of the annual audit and findings from the Federal monitor review.</li> <li>§ Ensure there are employment policies in place and updated periodically.</li> <li>§ Ensure there are written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.</li> <li>§ Ensure there are procedures for the implementation of shared decision making and for resolving internal disputes, including impasse procedures, between the governing body and the policy group.</li> <li>§ Ensure that appropriate internal controls are established and implemented to safeguard federal funds and that a financial audit is conducted annually.</li> </ul>

**OPERATING RESPONSIBILITY**

Is the most active area of responsibility. When an individual or group has this responsibility, it does the work or activity that is necessary.

**HEAD START POLICY COUNCIL**

- The Policy Group must establish and maintain procedures for hearing and working with the grantee to resolve community complaints about the program.

**GRANTEE BOARDS**

- § The Grantee Board must establish and maintain procedures for hearing and working with the grantee to resolve community complaints about the program.

**MUST APPROVE OR DISAPPROVE**

This group must be involved in the decision-making process prior to the point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups.

<b>HEAD START POLICY COUNCIL</b>	<b>GRANTEE BOARDS</b>
<ul style="list-style-type: none"> <li>§ Approve or disapprove delegate agencies, center locations.</li> <li>§ Approve or disapprove the programs funding applications and amendments.</li> <li>§ Approve or disapprove the numbers and members of all policy groups and the methods for recruiting and selecting.</li> <li>§ Approve or disapprove the procedures describing shared decision-making.</li> <li>§ Approve or disapprove the written procedures for resolving internal disputes.</li> <li>§ Approve or disapprove employment policies and periodic changes to them.</li> <li>§ Approve or disapprove the hiring or firing of the Head Start Director of Grantee Agency.</li> <li>§ Approve or disapprove the hiring or firing of the Head Start staff of Grantee Agency.</li> <li>§ Approve or disapprove programs goals and ways to meet them... the written plans.</li> <li>§ Approve or disapprove the recruitment, selection, and enrollment of children.</li> <li>§ Approve or disapprove the amount of reimbursement to Policy Council members for expenses.</li> <li>§ Approve or disapprove the annual self assessment and audit.</li> </ul>	<ul style="list-style-type: none"> <li>§ Approve or disapprove procedures for program planning.</li> <li>§ Approve or disapprove delegate agencies, center locations.</li> <li>§ Approve or disapprove the program=s funding applications and amendments.</li> <li>§ Approve or disapprove the numbers and members of all policy groups and the methods for recruiting and selecting.</li> <li>§ Approve or disapprove the procedures describing shared decision-making.</li> <li>§ Approve or disapprove the written procedures for resolving internal disputes.</li> <li>§ Approve or disapprove employment policies and periodic changes to them.</li> <li>§ Approve or disapprove the hiring and firing of the Head Start Director.</li> <li>§ Approve or disapprove program=s philosophy and long- and short range program goals and objectives.</li> <li>§ Approve or disapprove the written policies that define the roles and responsibilities of the governing body members and inform them of the management procedures and functions necessary to implement a high quality program.</li> </ul>