Head Start Governance and Management **Responsibilities**

Governing Body/Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal **Funds**

Select:

- Delegate agencies and the service areas for such agencies
- Adopt practices to ensure active, Procedures and criteria for recruitment, selection, and enrollment

Review:

- All funding applications and amendments
- Results and follow-up activities from federal monitoring

Review and Approve:

- Written standards of conduct,
 Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
 - Progress on implementing the HS grant, including corrective actions
 - Major expenditures
 - Operating budget
 - Selection of auditor
 - Actions to correct audit findings

Receive and Use:

Annual, monthly, and periodic reports*

*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- · Financial audit
- Self-Assessment
- Community assessment
- PIR

independent and informed governance:

- Governing body bylaws
- Procedures for accessing and collecting information
- including conflicts of interest and complaints
- Procedures for selecting Policy Council members
- Advisory committees

Take Action: Hire/terminate

Head Start

Director and

other lead staff

Establish impasse

procedures

Policy Council Assumes Responsibility for Head Start Program Direction

Approve and submit to the

governing body decisions regarding:

- Activities for parent involvement/engagement
- Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- · Budget planning, including reimbursement and participation
 - in Policy Council activities
- Policy Council bylaws
- · Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- Policy Council election procedures
- Recommendations on delegates/service areas

Receive and Use:

Annual, monthly, and periodic reports*

Provide Legal Oversight:

 Ensure compliance with federal laws and state, tribal, and local laws

 Focus on Self-Assessment • Develop, plan, and evaluate the Head Start

Provide Leadership

and Strategic Direction:

Management Staff Assumes Operating Responsibility for **Head Start Day-to-Day Functions**

Take action:

- Implement policies
- Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise staff
- Monitor compliance
- Generate and use annual. monthly, and periodic reports*
- Share reports with Policy Council and governing body*