

Parent Opportunities for Involvement in Leadership

Parent Committee / Meeting Chair –

The person elected into this position will be responsible for facilitating monthly parent meetings. They will be responsible for working with their center's assigned Family Service Worker to create an agenda for monthly parent meetings. A chair person is also responsible for recruiting, alongside of the Family Service Worker, speakers and community members to participate in parent meetings.

Parent Committee / Meeting Vice Chair –

The person elected for this position will be responsible for all above duties in the absence of the Chair. It is our hope that this person work in conjunction with the Chair verses in the absence of.

Parent Committee Secretary –

The person elected for this position will be responsible for taking minutes during meetings. Use of Southeast and Newton centers will be available for typing minutes; as these must be displayed on parent boards to share information with those that cannot attend.

Policy Council Representative –

A person elected to this position will be responsible for attending parent meetings to collect information to be shared in policy council meetings. They will then be responsible for attending the policy council meeting that is held monthly to share parent meeting information and participate in the decision making process for financials, personnel and other program operations. This person must attend both, parent meeting and policy council meeting.

Policy Council Representative Alternate –

A person elected to this position will attend policy council in the absence of the above representative. However, this person should attend parent meeting each time.

School Readiness / Health Advisory Representative –

A person elected to this position is responsible for attending quarterly meetings to participate in the decision making process for school readiness goals and health issues that may affect children and families in our care as well as establishing policies and procedures to deliver educational, health and safety services within the program and community.