



OVEC Head Start/Early Head Start Parent Committee



Congratulations! Now that your child is enrolled in Head Start/Early Head Start, you are officially part of the Parent Committee at your site! Research suggests that children do better in school when their parents are involved. In addition, parents personally benefit from involvement as well. Membership carries many privileges. You can:

- Advise staff in the development and implementation of local program policies, activities, and services;
- Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff; and
- Participate in the recruitment and screening of Head Start employees within established guidelines.

Each year, your respective Parent Committee *may* choose to elect 3 officers: Chairperson, Vice-Chairperson and Secretary. Typical duties for each officer are listed below. **If you would like to nominate yourself or another site parent, please detach the bottom of your form and return to your Family Advocate.**

Chairperson	Vice-Chairperson	Secretary
<ul style="list-style-type: none"> • Organizes and leads the Parent Committee • Calls the meeting to order and chairs the meeting • Learns about policies and procedures • Encourages and motivates parents to get involved • Gets involved in community events that impact HS/EHS • Keeps a positive attitude about the center 	<ul style="list-style-type: none"> • Substitutes for the Chairperson in his/her absence • Assists the chairperson as needed • Becomes the chair in the event of resignation, etc. • Assists with meeting room set up, etc. 	<ul style="list-style-type: none"> • Takes minutes of meetings, reads minutes from last meetings • Helps the chairperson organize the agenda and sign-in sheets • Reminds parents about meetings • Assists with meeting room set up, etc.

CS1: 1.1d

Excerpt from *The Parent Committee Handbook for Head Start & Early Head Start Parents*, A publication of T/TAS at WKU

NOMINATION FORM:

Chairperson

Vice-Chairperson

Secretary

Print Parent Name _____ Date: _____

Child's Name: _____ Center: _____