

# Policy Councils Have a Voice In Developing. . .

...funding applications and keeping  
the program operating

...the programs operating policies  
and procedures

...program priorities

...the program's philosophy and  
long and short range goals

...procedures for electing  
Policy Council members

...criteria for recruitment,  
selection, and enrollment of  
eligible families into the program

...decisions related to the hiring or termination for staff  
who work primarily for the  
Head Start and Early Head Start Programs

# OVEC Head Start/Early Head Start Policy Council Nomination Form

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**Who makes up Policy Council?** At least 51% of the members are parents with children currently enrolled in the Head Start or Early Head Start Program. If a Head Start or Early Head Start parent or a close relative is employed by the Head Start or Early Head Start Program, he/she is not eligible to serve on the Policy Council.

**How many are chosen from each district?** A parent representative will be elected from each school district. A community representative will be selected from each county served.

**Terms of office:** Each member shall serve for one year. No member may serve for more than five years in a row.

**Duties:**

- 1) All members should attend meetings regularly and on time.
- 2) All members should read the agenda before the meeting and discuss the matters on the agenda with other parents in their parent committee before the policy council meeting, if possible.
- 3) Address community and member concerns as they arise.

**Compensation:** Staff will provide transportation when possible. Mileage compensation at agency's rate will be paid to representatives driving their own vehicle, or Policy Council members can choose to In-Kind this amount back to the program.

**Where are the meetings?** Ohio Valley Educational Cooperative  
100 Alpine Drive, Shelbyville, KY 40065

**How often do they meet?** The meetings are held once a month. The meetings usually last about 1-2 hours.

Each year, your respective Parent Committee elects 2 Policy Council Members: 1 Representative and 1 Alternate. In addition, each Parent Committee elects 1 Community Representative per school district. **If you would like to nominate yourself, another site parent or a community representative, please detach the bottom of your form and return to your Family Advocate.**

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**NOMINATION FORM:**

Policy Council Parent Representative

Policy Council Parent Alternate

Policy Council Community Representative

Print Nominee Name \_\_\_\_\_ Date: \_\_\_\_\_

Nominee Contact Info (if known) \_\_\_\_\_

Child's Name: \_\_\_\_\_ Center: \_\_\_\_\_