



## **POLICY COUNCIL REPRESENTATIVE COMMITMENT AND CONFIDENTIALITY AGREEMENT**

**Purpose:** To participate in the process of making decisions regarding the overall nature and operations of the Head Start Program.

### **Qualifications:**

1. Must be a parent of a currently enrolled child in a Community Action Inc. of Central Texas Head Start Program and be elected by the parent committee at the center level.
2. OR, a former parent or representative of the community that has an interest in helping low income families and can contribute to the program, and has been approved by Policy Council.

### **Tasks:**

1. Participate in Policy Council Orientation & Training.
2. Attend Policy Council meetings consistently.
3. Prepare for scheduled meetings in advance by reviewing agendas, minutes, approval items and relevant information.
4. Participate in appropriate decision-making processes as described in the Head Start Performance Standards and the Head Start Act.
5. Encourage parent participation in the program.
6. Assist parent committees in becoming familiar with Head Start Performance Standards, the Head Start Act, and agency policies to promote the smooth running of the program, and to ensure parents serve the program, children, families, and staff.

### **Areas of Responsibility:**

1. Review, approve, make recommendations, and submit decisions to the Community Action Board of Director's.
2. Follow procedures for working with the Community Action, Inc. of Central Texas Head Start program staff to resolve concerns about the program.
3. Comport themselves in a respectful and courteous manner while conducting all Policy Council business.

### **Other Responsibilities:**

1. Share in the work and mission of the Community Action Inc. of Central Texas Head Start Program.

2. Have the opportunity to initiate suggestions and ideas for program improvements within the regular structure of Policy Council Meetings.
3. Assist in recruiting volunteer services from parents, community residents, and community organizations, and identify community resources to meet identified needs.

### **Confidentiality Commitment**

All Policy Council Members must respect the confidential nature of the work of the Policy Council and information shared to ensure the protection of privacy and confidentiality for Policy Council members, children, families, and staff. Failure to comply with this confidentiality commitment could result in being dismissed from the Policy Council. **The Chairperson will identify discussion items on the agenda that are to be treated confidentially.**

### **Representatives cannot:**

- Be an employee, or a family member of an employee with Community Action Inc. Head Start Program.
- Have served on Policy Council for more than 5 years, unless approved by the Policy Council to serve as an Honorary Member.

I acknowledge receipt of the Policy Council Job Commitment and Confidentiality Agreement for CAI Head Start Program. I have read it thoroughly and agree to fulfill the responsibilities as written.

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**Policy Council Representative Name (Printed)**

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**Policy Council Representative Signature/Date**

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**Policy Council Chairperson Signature/Date**

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**Head Start Program Director's Signature/Date**