

Intel for Mission Possible Activity

In the two columns below, each task is the responsibility of one of three governance entities: governing body/Tribal Council, Policy Council, or management staff. These entities are described in more detail in the Head Start Leadership Responsibilities handout.



Facilitators should cut the tasks apart and place them in an envelope—one envelope per table—for the Mission Possible activity. Participants will then sort them by responsible entity.

Select delegate agencies and their service areas.	Review and approve personnel policies regarding the hiring, evaluation, and compensation of agency employees, including the Head Start director and other lead staff.
Review and approve progress on implementing the Head Start grant, including corrective actions.	Establish procedures and criteria for recruitment, selection, and enrollment.
Approve and submit decisions regarding budget planning, including policies for reimbursement and participation in Policy Council activities, to the governing body or Tribal Council.	Review and approve major policies and procedures, including self-assessment, financial audit, and personnel policies.
Provide regular and ongoing supervision of staff and budget to ensure compliance and continuity of care.	Oversee continuous quality improvement.
Approve and submit decisions regarding activities to involve parents and ensure responsive services to the governing body or Tribal Council.	Approve and submit decisions regarding Policy Council bylaws and election procedures to the governing body or Tribal Council.
Approve and submit decisions regarding recommendations on delegates and service areas to the governing body or Tribal Council.	Generate and share operational reports with Policy Council, governing body or Tribal Council, and the U.S. Department of Health and Human Services (HHS), as appropriate.
Review and approve all funding applications and amendments.	Oversee management and protection of program data.

Provide legal oversight by ensuring compliance with federal, state, tribal, and local laws.	Review results and follow-up activities from federal monitoring.
Receive and use operational reports.	Maintain an automated accounting and recordkeeping system.
Review and approve major expenditures and operating budget.	Establish impasse procedures.
Approve and submit Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff, to the governing body or Tribal Council.	Approve and submit decisions regarding program recruitment, selection, and enrollment priorities to the governing body or Tribal Council.
Provide training and technical assistance (T/TA) to the governing body or Tribal Council and Policy Council.	Monitor goals, objectives, and regulatory compliance.
Approve and submit all decisions regarding funding applications or amendments to the governing body or Tribal Council.	Review and approve financial management, accounting, and reporting policies.
Receive and use operational reports.	Engage in the establishment and management of parent committees.
Develop and implement policies and procedures.	Review and approve the selection of an auditor and actions to correct audit findings.

