

# Head Start Governance and Management Responsibilities



## Governing Body/Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

### Adopt practices to ensure active, independent and informed governance:

- Governing body bylaws
- Procedures for accessing and collecting information
- Written standards of conduct, including conflicts of interest and complaints
- Procedures for selecting Policy Council members
- Advisory committees

### Select:

- Delegate agencies and the service areas for such agencies

### Establish:

- Procedures and criteria for recruitment, selection, and enrollment

### Review:

- All funding applications and amendments
- Results and follow-up activities from federal monitoring

### Review and Approve:

- Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
- Progress on implementing the HS grant, including corrective actions
- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct audit findings

### Receive and Use:

- Annual, monthly, and periodic reports\*

**\*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:**

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- Financial audit
- Self-Assessment
- Community assessment
- PIR

## Policy Council Assumes Responsibility for Head Start Program Direction

### Approve and submit to the governing body decisions regarding:

- Activities for parent involvement/engagement
- Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- Budget planning, including reimbursement and participation in Policy Council activities
- Policy Council bylaws
- Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- Policy Council election procedures
- Recommendations on delegates/service areas

### Receive and Use:

- Annual, monthly, and periodic reports\*

### Take Action:

- Hire/terminate Head Start Director and other lead staff
- Establish impasse procedures

### Provide Leadership and Strategic Direction:

- Focus on Self-Assessment
- Develop, plan, and evaluate the Head Start program

### Provide Legal Oversight:

- Ensure compliance with federal laws and state, tribal, and local laws

## Management Staff Assumes Operating Responsibility for Head Start Day-to-Day Functions

### Take action:

- Implement policies
- Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise staff
- Monitor compliance
- Generate and use annual, monthly, and periodic reports\*
- Share reports with Policy Council and governing body\*