



Board of Directors Roles and Responsibilities

Policy

The Board of Directors will guide and oversee all policies which are set for the program in accordance with 1301.3

General responsibilities include:

1. Ultimately responsible for the legal and fiscal activities of the organization.
2. Responsible for establishing priorities for the organization, developing and evaluating programs, and determining appropriate policies.
3. Responsible for hiring, firing, and evaluating the Executive Director.
4. Ensure that procedures for program planning are in place.
5. Ensure that all funding applications and amendments are submitted to DFSS.
6. Establish criteria for recruitment, selection, and enrollment of children.
7. Approve the composition of the Policy Council and the procedures by which members are chosen.
8. Approve the Policy Council bylaws.
9. Ensure that procedures are in place for the hiring and firing of Head Start staff.
10. Ensure reimbursement for Policy Council member's expenses is available.
11. Determine Head Start employment policies and periodic changes.
12. Ensure that during the annual self-assessment that the program is carrying out the programmatic and fiscal intent of its grant application, including review of the annual audit and findings from the Federal monitor review.
13. Ensure that there are written policies that define the roles and responsibilities of the governing body members and inform them of the management procedures and functions necessary to implement a high-quality program.
14. Ensure that there are procedures for the implementation of shared decision-making.
15. Ensure that there are written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.
16. Ensure that appropriate internal controls are in place and implemented to safeguard federal funds.
17. Ensure that an annual audit is conducted.

Operating responsibilities include:

1. Establish and maintain procedures for hearing and working to resolve community complaints about the program.



The Board of Directors must approve or disapprove:

1. Procedures for program planning.
2. The program's philosophy, long and short-range program goals and objectives, including the annual self-assessment results and grantee improvement plan.
3. Funding applications and amendments.
4. The number and members of all policy groups and the methods for recruiting and selection.
5. Written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high-quality program.
6. Procedures for shared decision-making.
7. Procedures for resolving internal disputes.
8. Personnel policies and periodic changes to them.
9. The hiring and firing of the Executive Director.

If no approval is obtained from the Board of Directors, a proposal cannot be adopted, and the proposed action cannot be taken until an agreement is reached between the parties.

This policy complies with Head Start Performance Standard 1301.3

It was approved by Policy Council on

The Board of Directors approved September 2021