

## **PARENT COMMITTEES (Standard 1301.4)**

### **PROCEDURE**

1. A parent committee will be created at the first parent meeting of the year in September.
2. Parent/Guardian(s) will elect officers and Policy Council Representative and Alternate at the first meeting.
3. In order to hold an office, the person must be a parent or legally responsible adult of a child currently enrolled in the Head Start Program at that designated campus.
4. Program Manager will train parent/guardian(s) on Roberts' Rules of Order and will conduct the election process following these rules. Program Manager will also inform parent/guardian (s) of the roles of each office that is elected.
5. Parent Committee meetings will be held throughout the year on dates selected and voted on by the Parent Committee.
6. Parent/Guardian(s) will learn of new policies and have opportunities to participate in planning of activities on the campus.
7. Policy Council Representatives will be listed on the agenda each month to share information received at the prior month's Policy Council Meeting