

Bear River Head Start Board Member Job Description

No Changes Made: 2026-01

Title:

Member of Bear River Head Start Board of Trustees. Referred to as Board member, Governing Body member.

Reports to:

Board Chairperson

1301.1 Purpose:

As defined in Head Start Performance Standards 1301-Program Governance, and 1305. Board members must establish a formal structure for program governance that includes a governing body, and a Policy council at the agency level, and a parent committee. Governing body members have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy Councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

1301.2 Governing Body Composition

The composition of a governing body must be in accordance with the requirements of section 642 (c) (1) (B) of the Head Start Act.

- Not less than 1 member shall have a background and expertise in fiscal management or accounting.
- Not less than one member shall have a background and expertise in early childhood education and development.
- Not less than one member shall be a licensed attorney familiar with issues that come before the governing body.
- Additional members shall reflect the community to be served and include parents of children who are currently or were formerly enrolled in the Head Start program. Additional members will be selected for their expertise in education, business administration, or community affairs.

Agencies must ensure members of the governing body do not have a conflict of interest, as described in the Conflict of Interest policy. The Conflict of Interest policy and disclosure is a key element of serving on the governing body. The policy is signed by Board members prior to being seated on the Board, and thereafter annually.

Term

Determined by Selection Committee and Board Bylaws.

Obligations of the Board:

- Have legal and fiscal responsibility for administering and overseeing programs, including the safeguarding of Federal funds.
- Adopt practices that assure active, independent, and informed governance of the Head Start agency.
- Fully participate in the development, planning, and evaluation of the Head Start programs. Be responsible for ensuring compliance with Federal laws and regulations, and applicable State and local laws and regulations.

Responsibilities

- Establish procedures and criteria for recruitment, selection and enrollment of children (ERSEA), including selection of service areas.
- Review all applications for funding and amendments to applications for funding for the programs.
- Establish procedures and guidelines for accessing and collecting program information.
- Review and approve the annual program self-assessment and financial audit.
- Review and approve the agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions.
- Review and approve personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees.
- Develop procedures for how members of Policy Council are selected (composition).
- Approve all major financial expenditures of the agency.
- Annual approval of the operating budget of the agency.
- Select a financial auditor for the annual independent financial audit. The audit will report all critical accounting policies and practices to the governing body.
- Monitor the agency's actions to correct any audit findings and of other actions necessary to comply with applicable laws and regulations, governing financial statements and accounting practices.
- Responsible for hiring, evaluation, compensation, and termination of the Executive Director.
- Establish and adopt, periodic updating of written standards of conduct that establish standards and procedures for disclosing, addressing and resolving conflict of interest, investigations and complaints.
- Review results from monitoring and follow up activities. Maintain and update program strategic plan and short-term goals.

Board Participation and Attendance

- Attend scheduled Board meetings and Policy Council as assigned.
- Be well informed on issues and agenda items in advance of meeting.
- Contribute skills, knowledge, and experience, when appropriate.
- Listen respectfully to other points of view.
- Participate in organizational decision-making, when appropriate.
- Assume leadership roles in all Board activities.
- Represent the organization to the public and to private industry.
- Educate yourself about the needs of the families and children served.
- Participate in ad hoc committees, if appointed.
- Attend Board training if required.
- Attend and participate in special events, as needed.

Signature

Date