



HEAD START of Washington County, Inc.

Job Description

Head Start is our nation's premier provider of developmental and educational services to pregnant moms, babies, toddlers, preschoolers and their families, who live in poverty and struggle to meet the basic needs of life.

Based on requirements of “Improving Head Start for School Readiness Act of 2007.”

The board of directors of Head Start of Washington County, Inc. shall have legal, financial, and ethical responsibility for all activities of the agency.

Responsibilities – the governing body shall –

- Have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;
- Participate in fundraising through participation in grant-writing, membership and major donor programs;
- Conduct annual evaluation of the Executive Director;
- Adopt practices that assure active, independent, and informed governance of the Corporation, and fully participate in the development, planning, and evaluation of the Head Start program;
- Ensure compliance with applicable Federal, State, and local laws and regulations;
- Establish procedures and criteria for recruitment, selection, and enrollment of children;
- Review all applications for Head Start funding and amendment to such applications;
- Adopt and approve all major policies of the agency for the organization, evaluation, and governance of the Corporation, including but not limited to the annual self-assessment; financial audit; progress in carrying out the programmatic and fiscal provisions in the corporation's Head Start applications, including implementing any corrective actions, as applicable; and personnel policies regarding hiring, evaluation, termination and compensation;
- Approve financial management, accounting, and reporting policies, and compliance with laws and regulations relating to financial statements, including the approval of all major financial expenditures of the agency; annual approval of the operating budget of the agency; selection of independent financial auditors who shall report all critical accounting policies and practices to the Board of Directors; and monitoring the corporation's actions to correct any audit findings and of other action necessary to comply with applicable laws and regulations governing financial statement and accounting practices;
- Review results from monitoring conducted under section 641 A (c) of the Head Start Act, including appropriate follow-up activities;

- Approve personnel policies and procedures, including those regarding the hiring, evaluation, and compensation and termination of the Executive Director, Assistant Head Start Director, Human Resources Manager, Financial Manager; and any other person in an equivalent position within the agency;
- Establish, adopt, and periodically update written standards of conduct that establish standards and formal procedures for disclosing, addressing and resolving any conflicts of interest or appearance of conflicts of interest by Directors, Officers, and employees of the corporation, and consultants and agents who provide services or furnish goods to the corporation; and complaints, including investigations, as appropriate; and
- As practicable and appropriate, establishing advisory committees to oversee key responsibilities related to Head Start program governance and improvement.
- Ensure that management succession is properly provided.

Time Demands (approximate)

- Attend and actively participate in at least 75% of board meetings.
- 10 monthly board meetings – date and time to be determined.
- Attendance at Head Start events (time varies). Attendance at two events per year recommended.
- Participate in orientation for new board members.

Financial and Resource Development Expectations

- Annual gift to organization.
- Sell tickets to organization fundraising event(s).
- Recruit sponsors if possible.