# **Head Start Governance and**

### **Management**

## Responsibilities

## Governing Body/Tribal Council

Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds



THE NATIONAL CENTER ON Program Management and Fiscal Operations

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

- Governing body bylaws
- Impasse policies
- Procedures for accessing and collecting information
- and complaints including conflicts of interest
- Council members

- Written standards of conduct,
- Procedures for selecting Policy
- Advisory committees

- Establish: Delegate agencies and the service areas for such agencies
- Procedures and criteria for recruitment, selection, and enrollment
- All funding applications and amendments

body:

Council and governing with and used by Policy

generated and used by management, then shared

\*Reports that are

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

Program information

Financial statements

communication

HHS secretary

Enrollment

summaries

- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct audit findings

### Receive and Use:

Annual, monthly, and periodic reports\*

 Community assessment Self-Assessment Financial audit

 Hire/terminate Take Action:

Director and **Head Start** 

other lead staff

### and Strategic Direction:

Provide Leadership

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

governing body decisions regarding:

Activities for parent involvement/engagement

Program recruitment, selection, and enrollment priorities

Approve and submit to the

for Head Start Program **Assumes Responsibility Policy Council** 

Direction

### Provide Legal Oversight:

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

## **Head Start Day-to-Day Functions**

Assumes Operating Responsibility for

**Management Staff** 

Take action:

- Provide T/TA to governing body
- Supervise staff

Receive and Use:

Recommendations on delegates/service areas

Policy Council election procedures

Head Start program personnel policies and decisions, including

criteria for employment and dismissal of program staff

Budget planning, including reimbursement and participation

Funding applications/amendments

Policy Council bylaws

in Policy Council activities

Annual, monthly, and periodic reports\*

 Share reports with Policy Council monthly, and periodic reports\* and governing body\*

- Implement policies
- Develop procedures
- and Policy Council
- Monitor compliance
- Generate and use annual,