

# SUU HEAD START ROLES AND RESPONSIBILITIES

## PARENT COMMITTEE OFFICERS

### *President*

- Organizes Parent Committee presidency meetings with Family Advocate support.
- Conducts monthly Parent Committee meetings with Family Advocate support.
- Works with teachers to decide if fundraising is needed for specific items. Notifies FCP manager for approval of fundraising.
- Arranges for workshop presenters at Parent Committee meetings.
- Arranges/organizes a refreshments committee, if desired.
- Contacts VP or secretary to preside at Parent Committee meeting if unable to attend.
- Ensures that fathers as well as moms feel welcome.

### *Vice-president*

- Contacts Policy Council rep to present Policy Council business at Parent Committee meeting.
- Ensures monthly classroom safety checklist is completed.
- Conducts Parent Committee meetings when president is absent.
- Assists with fund-raising activities.
- Records minutes and circulates roll when secretary is absent.
- Assists president with monthly meetings and other responsibilities as requested.

### *Secretary*

- Records minutes and circulates roll at monthly Parent Committee meeting.
- Sends copies of roll and minutes of each meeting to FCP manager.
- Reminds parents (phone calls or fliers) of monthly Parent Committee meetings
- Assists in tabulating in-kind.
- Assists president with monthly meetings and other responsibilities as requested.

### *Family Advocate*

- Meets monthly with Parent Committee officers (presidency meetings).
- Supports, encourages, and mentors officers to fulfill their responsibilities.
- Attends monthly Parent Committee meetings.