

Heading <b>PROGRAM GOVERNANCE</b>	P.S.# 1304.50	Rev. 8/02
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## **GENERAL CHARGE**

The SUU Board of Trustees Head Start Advisory Committee (hereafter called the Committee) shall, under the Head Start Performance Standards and Policies of Southern Utah University, concern itself primarily with matters of SUU Head Start governance. It shall serve as the first liaison between the SUU Head Start Policy Council and the SUU Board of Trustees. The SUU Head Start Administration, the SUU Head Start Policy Council, the SUU Administration, and the SUU Board of Trustees may bring issues other than governance to the Committee for study, debate and discussion. The Committee shall make recommendations to the SUU Board of Trustees, which retains all governing board rights and responsibilities. The Committee may also make recommendations to SUU Head Start Administration.

## **SPECIFIC DUTIES**

1. The committee shall make recommendations to the SUU Board of Trustees in areas outlined as Board Responsibilities in the Governance Section of the Head Start Performance Standards.
2. Should recommendations not agree with Policies and Procedures of Southern Utah University the Committee's recommendation shall include justification for changes.
3. A simple majority of the Committee members present at any meeting shall approve recommendations by the Committee to the SUU Board of Trustees.
4. A vote of the Committee will determine discussion of Head Start issues, other than those noted in the Performance Standards.
5. The Committee shall not be concerned with day-to-day operations of SUU Head Start or with individual staff grievances or concerns.
6. The Committee, which shall elect a chair and vice chair annually, may form subcommittees.
7. The Committee shall publicize one meeting annually to all members of the University community and its neighbors as an opportunity for them to learn more about the program and to raise questions or concerns about SUU Head Start.
8. The Advisory Committee shall focus on the best interests of SUU Head Start children and families in all areas of southwestern Utah. The Committee shall also consider the needs of SUU Head Start staff and shall represent Southern Utah University.

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## **MEMBERSHIP**

The Committee shall consist of at least 15, but not more than 20, members including two members of the SUU Board of Trustees; the SUU College of Education Dean; three members of the SUU Head Start Policy Council; two SUU Head Start teachers; two SUU Head Start Family Advocates; three members of the SUU Head Start Administration; one representative of the SUU Accounting Office; one representative of the SUU Psychology faculty; one representative of the College of Education; one representative of the SUU Early Childhood faculty; one representative of Work Force Services; one representative of Community Child Care. Committee members shall serve two year terms, and may be reappointed, except Policy Council members which are elected annually.

## **MEETINGS**

The Committee shall meet at least eight times during each Head Start school year. Additional meetings may be called upon the request of SUU Head Start Administration or the SUU Board of Trustees upon the consent of 1/3 of Committee membership. The SUU Head Start grant will cover travel costs for SUU Head Start staff and Policy Council members who live out of town

## **STAFF SUPPORT**

The Director of SUU Head Start shall be responsible for providing staff and secretarial assistance to the Committee.

## **RECOMMENDATIONS AND REPORTS**

1. SUU Head Start Board of Trustees members on the Committee shall present recommendations from the Advisory Committee to the Board, assisted by the Head Start Director.
2. Head Start staff shall distribute minutes of Advisory Committee meetings to members of the Committee, members of the SUU Head Start Policy Council, SUU Head Start Administrative team members, Head Start teaching teams and others as determined by the Committee.