

# APPENDIX E

City-Wide Head Start Policy Council  
66 John Street 8<sup>th</sup> Floor  
New York, New York 10038  
Tel: (212) 393-5129 / 5157

Winona Schulerbrandt  
Chairperson

Ayleen Guzman  
Assistant Commissioner

## **Responsibilities of Area Representatives as Policy Council Members**

**In accordance with 45 CFR Part 1304.50 (b) (4) "all parent members of the Policy Council or Policy Committees must stand for election or re-election annually".**

The City-Wide Head Start Policy Council is composed of Twenty-seven (27) members. Nineteen (19) are Area Representatives equaling seventy percent (70%) and eight (8) are community representatives equaling thirty percent (30%).

Area Representatives are parents of children currently enrolled in the Head Start program who represent a geographical area that contains one or more delegate agencies.

As an Area Representative, you are expected to attend the monthly Policy Council and General Assembly meetings regularly. These two meetings are scheduled for most months, except during the winter and summer seasons where they would conflict with holidays and vacation schedules. It is hoped that you will attend the annual Policy Council training retreats in February and April, and additional training programs that are scheduled approximately one a month from April to June.

As an Area Representative you may consider running for an Executive Committee/officer position. The Executive Committee meets weekly and represents the Policy Council in a broad range of activities. You may also be invited to participate on a Policy Council committee. More will be discussed about these opportunities at a later date.

Ideally, Area Representatives and Alternates will work together to network with all the DAPC chairpersons/delegate agencies in their Areas to the best of their ability. Support for this and the fulfillment of all Area Rep. and Alternates responsibilities is provided by the Executive Committee and Policy Council Unit staff.

## **Alternate Role and Responsibilities**

An Alternate is elected to work in partnership with their Area Representative. In Areas where there is more than one delegate agency, Alternates will be elected from a delegate agency other than the one from which the Area Representative comes from. Alternates are invited to attend the monthly Policy Council and General Assembly meetings. Alternates will assume the functions of an Area Representative such as voting and making motions, when their Area Representative is unable to attend a meeting. They are also included in Policy Council training programs and activities so they can receive all the knowledge provided Area Representatives in order to function comfortably.