
Subject: Board of Directors Roles and Responsibilities

Source: This policy complies with Head Start Performance Standard 45 CFR 1304.50.

Policy

The Board of Directors will guide and oversee all policies which are set for the program in accordance with 1304.50.

General responsibilities include:

1. Ultimate responsible for legal and fiscal activities of the organization.
2. Responsibility for establishing priorities for the organization, developing and evaluating programs and determining appropriate policies.
3. Responsibility for hiring, firing, and evaluating the Executive Director.
4. Ensuring procedures for program planning are in place.
5. Ensuring that all funding applications and amendments are submitted to HHS.
6. Establishing criteria for recruitment, selection and enrollment of children and pregnant mothers.
7. Approving the composition of the Policy Council and the procedures by which members are chosen.
8. Ensuring procedures are in place for the hiring and firing of Early Head Start staff.
9. Ensuring reimbursement for Policy Council member's expenses is available.
10. Determining Early Head Start employment policies and periodic changes.
11. Ensuring during the annual self assessment that the program is carrying out the programmatic and fiscal intent of its grant application, including review of the annual audit and findings from the Office of Head Start Monitoring Protocol.
12. Ensuring there are written policies that define the roles and responsibilities of the governing body members; and to inform them of the management procedures and functions necessary to implement a high quality program.
13. Ensuring there are procedures for the implementation of shared decision making.
14. Ensuring there are written procedures for resolving internal disputes, including impasse procedures between the governing body and policy council.
15. Ensuring that appropriate internal controls are in place and implemented to safeguard federal funds.
16. Ensuring that an annual audit is conducted.

Operating responsibilities include:

1. Establishing and maintaining procedures for hearings and working to resolve community complaints about the program.

The Board of Directors must approve or disapprove:

1. Procedures for program planning.
2. The program's philosophy and long and short range program goals and objectives.
3. Center locations.
4. Funding applications and amendments.
5. The number and members of all policy groups and the methods for recruiting and selection.

6. Written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.
7. Procedures for shared decision making.
8. Procedures for resolving internal disputes.
9. Employment policies and periodic changes to them.
10. The hiring and firing of the Executive Director.

If no approval is obtained from the Board of Directors, a proposal cannot be adopted, and the proposed action cannot be taken until agreement is reached between the parties.