

**Area:** Program Governance

**Subject:** PG18 – Governing Body Roles and Responsibilities

**Reference:** 1304.50 (g)(1-2)

**Policy:** The governing body will receive written policies that define their role and responsibility as related to the Head Start program and that inform them of management procedures and functions. Policies will include a description of internal controls that safeguard Head Start funds.

**Procedure:**

1. Division Administrator/Assistant Superintendent serves as a liaison between program and governing body and will provide governing body members with the policy.
2. Division Administrator/Assistant Superintendent will work with governing body to revise policy as needed.
3. Governing Body and Policy Council will meet annually for a Shared Governance Training/Meeting whenever possible and will, at a minimum, exchange information at each of their respective meetings.
4. Governing Body and the Policy Council will ensure that effective organizational planning occurs and that resources are used to implement planning goals and objectives.
5. Governing Body and the Policy Council will be responsible to determine service areas and monitor on-going program and services
6. Governing Body and Policy Council are responsible to exercise “duty of care” and are charged with understanding the organization’s policies, how services are implemented for the organization, adhering to conflict of interest and confidential policies, and assist with programmatic and fiscal reviews

**Supervised by:** Superintendent of Schools

**Performed by:** Executive Director

**Forms needed:** N/A

**Frequency:** As needed