

**Policy Council 2022-2023 Election of the Executive Committee**

**Duties of the Chairperson**

The Chairperson shall preside at all Policy Council meetings and maintain order, shall be an

Ex-officio member of all committees and shall meet with the Executive/Head Start/Early Head Start Director or Designee at least once a month. The Policy Council Chairperson shall be the representative to serve on the Community Action Agency Board of Directors. It is recommended the Chairperson have one year Head Start experience. Chairperson may vote by ballot, making or breaking a tie, or by making or preventing the necessary 2/3 votes. He/she can vote under this circumstance but is not obligated.

**Duties of the Vice-Chairperson**

The Vice-Chairperson shall perform the functions of the office of Chairperson in their absence. If the Chairperson position becomes vacant for any reason, the Vice-Chairperson shall assume the office through the remainder of the term and a new Vice-Chairperson shall be elected. The Vice Chairperson is responsible for tracking attendance and communicating attendance concerns. The Vice Chairperson will also perform other duties as assigned to support the NMCAA Program Support Specialist.

**Duties of the Treasurer**

The Treasurer shall work with the Executive/Head Start/Early Head Start Director or designee to assure that up-to-date and understandable financial reports are made monthly to the Policy Council. The Treasurer thoroughly reviews the monthly Policy Council Account statement on a quarterly basis. The Treasurer is the chairperson of the Budget Committee and shall preside over the Budget Committee meetings. The Treasurer reviews the Annual NMCAA audit with the NMCAA Fiscal Director.

As necessary, the Treasurer shall perform raffle responsibilities at the end of each meeting.

**Duties of the Secretary**

The Secretary, or their designee, shall keep copies of the Bylaws, standing rules, roster of members, a list of unfinished business, and a copy of each agenda. The Secretary shall assist the Chairperson in following the agenda and shall take minutes at each meeting.

**Duties of the Parliamentarian**

The Parliamentarian shall ensure a quorum has been established. This position will keep the meetings in order, on time, and on track. They shall use Robert's Rules of Order Revised as a reference. The Parliamentarian must also be knowledgeable of the By-Laws and be able answer questions regarding them.

In the event that both the Chairperson and Vice Chairperson are absent for a meeting, the Parliamentarian shall assume the role of Chairperson for that day.

**Duties of the State Delegates**

They will be invited to attend three (3) assembly meetings of the Michigan Head Start Association. The winter assembly, the spring assembly, and the fall assembly. The delegates will be asked to share their experience of the meetings with Policy Council. They will serve for one (1) year, January through December. If a delegate is currently holding office on the Michigan Head Start Association, then the term shall be extended to include membership until the end of the term of office.

***“NMCAA leads in strengthening our communities by empowering people to overcome barriers, build connections and improve their quality of life”***