

**Policy Council Job Description and Conflict of Interest Form**

1. Policy Council Representatives and the NMCAA Agency Board of Directors together make decisions regarding the Head Start Program. Both groups must give their approval for an action to take place. This is called joint decision making.

2. Policy Council Representatives and the Agency Board of Directors vote to approve the Head Start Grants, program goals, annual audit, and personnel policies which includes hiring and termination policies, self-assessment results and program eligibility criteria.

3. In the Head Start hiring process, many Policy Council Representatives are given the opportunity, if available, to be a part of various interview teams. These representatives then share the team’s hiring recommendation(s) with the Policy Council for their approval.

4. Policy Council promotes family involvement and offers suggestions and ideas for program involvement. Representatives share policy council information, questions and advocacy matters with their local center parent groups. Input from the center parent groups can be shared with Policy Council.

5. There are opportunities for Policy Council Representatives to participate in additional committees throughout the year. The work of each of these committees leads to positive feedback that can have an impact on the entire program.

6. Please see the Policy Council By-Laws for more detail on Representative Responsibilities.

**Working Agreements**

* Confidentiality in conducting Policy Council business is extremely important.
* Valuable information is often discussed at Policy Council meetings, and it can be beneficial to share such insights with other parents. However, there may be instances where sensitive information is disclosed, and it is crucial for members not to discuss such information outside of the meeting, whether on social media or through other means. This includes matters such as:
  + Policy Council member's families or perspectives.
  + Personnel-related decisions.
* Treat others respectfully.
* Stay focused on Agenda Goals.
* The Parliamentarian will ensure that the meeting stays on topic. In order to allow all voices to be heard, the Parliamentarian may allot members 2 minutes to share thoughts.
* Describe the problem – facts only.
* Listen - No interrupting.
* No yelling, swearing, or verbally assaulting any person.
* Violation of Working Agreements will be handled privately by the Executive Committee.

**Professional Standards/Conflict of Interest:**

Policy Council members serve as leaders within NMCAA's early childhood programs. Therefore, they are required to adhere to NMCAA's established code of conduct, which prohibits any history of felonies or sexual offenses.

In addition, Policy Council members must openly disclose any actual or potential conflicts of interest.

A conflict of interest refers to any reason an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions as a part of this council.

No NMCAA staff/provider or member of their immediate families may serve in a voting capacity on Policy Council.

Policy Council members may act as temporary staff substitutes only. Temporary is no more than forty-one (41) hours in one (1) month. Should you exceed 41 hours in one (1) month, you will be ineligible for service on Policy Council for the remainder of the program year.

Please describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

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I certify that the information above is true and complete, to the best of my knowledge, and agree to carry out the functions of a Policy Council member, while abiding by the stated working agreements.

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Policy Council Member Printed Name

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Policy Council Member Signature and Date

11/2023