

**2022-2023**

**Policy Council**

**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/Early Childhood Development 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 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 or whenever the Chairperson temporarily vacates the chair.

**Duties of the Treasurer**

The Treasurer shall work with the Executive/Early Childhood Development 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.

**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, assist the Chairperson in following the agenda. Take minutes at each meeting. Perform other duties as assigned and to support the NMCAA Program Support Specialist.

 **Duties of the Parliamentarian**

The Parliamentarian shall keep the meetings in order 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 to answer questions regarding them.

**MHSA Delegates**

There shall be two (2) Michigan Head Start Association delegates and two (2) alternates. They shall be elected from regular voting membership to the Michigan Head Start Association at the regular December meeting of Policy Council to serve for one (1) year, January thru 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.