

California Head Start Association's  
Roles and Responsibilities of Board Representatives at Local Level

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*Purpose:*

The purpose of this document is to provide guidance to Board Members as they operate in the local capacity of Cluster, Parent, Staff, Friend, and Migrant or Tribal Representative. The Representatives responsibility is to act as a liaison and voice of the CHSA Board of Directors to local clusters and individual agencies within the clusters.

*Roles:*

The role of the Representative is to initiate communications with the local membership through planning and convening of meetings as to ensure that local level participants are informed.

*Responsibilities of Cluster Representative*

1. Communications

- a) Establish local relations in community and with member agencies to encourage participation
- b) Mentor future leaders by nurturing and educating on advocacy
- c) Facilitate at minimum quarterly local cluster communications with grantees and their clusters. This communication should follow Quarterly Board Meetings in the effort to ensure communications are timely. The contact should be face to face at least two times per year and /or one contact through email or telephone conference call.

Agenda Items for the Meeting at minimum: Board Minutes/Updates, Policy Issues, message to Board of Directors from local group; Fostering Mutual Support Amongst Cluster Agencies

- d) Assist Executive Director with dissemination of information and call to action
- e) Maintain contact with local public officials to continuously educate regarding the Head Start program and encourage local member advocacy.

2. Marketing

- a) Support and promote the annual dollar per child campaign to general resources to support advocacy efforts

3. Membership

- a) Broaden our local membership awareness
- b) Encourage local participation and refer to Board membership Committee

4. Planning

- a) Participate in CHSA strategic planning process to ensure vision of CHSA is communicated to local participants

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- b) Succession planning to foster new local level participation and leadership
5. CHSA Board Participation
- a) Attend CHSA Board meetings.

*Responsibilities of Parent Representative*

1. Communications
  - a) Participate with Cluster Representative in facilitating at minimum quarterly local cluster communications with grantees and their clusters. This communication should follow Quarterly Board Meetings in the effort to ensure communications are timely. The contact should be face to face at least two times per year and /or one contact through email.
  - b) Agenda Items for the Meeting at minimum: Board Minutes/Updates, Policy Issues, message to Board of Directors from local group; Fostering Mutual Support Amongst Cluster Agencies
  - c) Share information with agency staff on the importance of participation in Cluster Meetings.
2. Membership
  - a) Establish local relations in community with non-member agencies to encourage membership
  - b) Reach out to parents to become members.
3. Planning
  - a) Participate in CHSA strategic planning process to ensure vision of CHSA is communicated to local participants
  - b) Succession planning to foster new local level participation and leadership

*Responsibilities of Staff Representative*

1. Communications
  - a) Participate with Cluster Representative in facilitating at minimum quarterly local cluster communications with grantees and their clusters. This communication should follow Quarterly Board Meetings in the effort to ensure communications are timely. The contact should be face to face at least two times per year and /or one contact through email.

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- b) Agenda Items for the Meeting at minimum: Board Minutes/Updates, Policy Issues, message to Board of Directors from local group; Fostering Mutual Support Amongst Cluster Agencies
  - c) Share information with agency staff on the importance of participation in Cluster Meetings.
2. Membership
    - a) Establish local relations in community with non-member agencies to encourage membership
  3. Planning
    - a) Participate in CHSA strategic planning process to ensure vision of CHSA is communicated to local participants
    - b) Succession planning to foster new local level participation and leadership

*Responsibilities of Friend Representative*

1. Communications
  - a) Participate with Cluster Representative in facilitating at minimum quarterly local cluster communications with grantees and their clusters. This communication should follow Quarterly Board Meetings in the effort to ensure communications are timely. The contact should be face to face at least two times per year and /or one contact through email.
  - b) Agenda Items for the Meeting at minimum: Board Minutes/Updates, Policy Issues, message to Board of Directors from local group; Fostering Mutual Support Amongst Cluster Agencies
  - c) Share information with agency staff on the importance of participation in Cluster Meetings.
2. Membership
  - a) Establish local relations in community with non-member agencies to encourage membership
3. Planning
4. Participate in CHSA strategic planning process to ensure vision of CHSA is communicated to local participants
5. Succession planning to foster new local level participation and leadership

*Responsibilities of Migrant/Tribal Representative*

1. Communications

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- a) Participate with Cluster Representative in facilitating at minimum quarterly local cluster communications with grantees and their clusters. This communication should follow Quarterly Board Meetings in the effort to ensure communications are timely. The contact should be face to face at least two times per year and /or one contact through email.
  - b) Agenda Items for the Meeting at minimum: Board Minutes/Updates, Policy Issues, message to Board of Directors from local group; Fostering Mutual Support Amongst Cluster Agencies
  - c) Share information with agency staff on the importance of participation in Cluster Meetings.
2. Membership
    - a) Establish local relations in community with non-member agencies to encourage membership
  3. Planning
  4. Participate in CHSA strategic planning process to ensure vision of CHSA is communicated to local participants
  5. Succession planning to foster new local level participation and leadership