



Head Start – Citywide Parent Policy Council (CPPC) Elections Opportunity

We encourage CPPC Parent Representatives to run for an officer position on the CPPC!

There are many benefits to being a CPPC Officer!

- Gain valuable leadership skills & give voice to community needs
- Participate in strategic planning for early childhood programs
- Learn about City-level budgets and how to understand finance reports
- Learn about parliamentary procedures and how to conduct meetings
- Develop transferable skills they can use in the workplace
- Learn to analyze data to inform decision-making
- Participate in out-of-town conferences and learning experiences

What are the Policy Council Officer Positions & Their Key Responsibilities?

- Officers collectively lead the council, set the agenda for meetings, and participate in subcommittees that shape the design of the Head Start program.
- The **Chairperson** leads the council and conducts the regular and executive committee meetings. Members with one year of experience on the Council may run.
- The **Vice Chairperson** supports the Chairperson and presides at the meetings when the Chairperson is absent.
- The **Secretary** maintains the minutes for the council and supports Council communications.
- The **Assistant Secretary** supports the secretary in taking minutes and maintaining communications for the Council.
- The **Parliamentarian** ensures that meetings are conducted in an orderly fashion and advises the Chairperson on parliamentary procedures.
- The **Treasurer** monitors CPPC expenses related to the Parent Activity fund and serves as the Chair of Finance Committee.
- *The Assistant Treasurer* supports the Treasurer as needed.



What are the qualifications?

Any parent of a currently enrolled Head Start/Early Head Start child(ren) elected as a delegate agency parent delegate or alternate to the CPPC.

What is the time commitment?

The CPPC term of service is one year, starting January 2021. The Executive Committee is comprised of all the officer positions and meets monthly.

What kind of training will Officers get?

All CPPC members get training in their roles and responsibilities. There are also training opportunities in leadership, parliamentary procedures, program performance standards, fiscal management, and data analysis.

How does a Delegate Agency's parent representative run?

The parent delegate should complete the CPPC nomination application and send to tosha.smith@cityofchicago.org any time prior and up to election day, December 16, 2020.

When are Elections?

At the December 16, 2020 CPPC meeting on Zoom. Contact your agency Policy Committee liaison or Tosha Smith, at tosha.smith@cityofchicago.org, to register.

What is the Citywide Parent Policy Council (CPPC)?

The CPPC works in partnership with the City's Head Start governing body, the Chicago Committee on Urban Opportunities (CCUO) that serves as the programs Board of Directors, and key management staff to develop, review, and approve or disapprove policies and procedures, actions, and documents related to the City of Chicago's Head Start grant. The CPPC:

- Provides positive involvement to impact the direction and decision-making activities for program planning.
- Encourages active participation in classrooms and all other programmatic activities that enrich the learning opportunities for children and families.
- Assists with engaging parents and developing activities that develop trust, and encourage participating in the CPPC and parents at large.
- Cooperates and participates in the transition of children from Early Head Start programs, into Head Start programs, and from Head Start programs into kindergarten.

***Child care reimbursement and meals are provided to all members during meetings!**

