

Policy Council Representative Procedure

Purpose

This tells Home Visitors and Family Support staff how to recruit and elect Policy Council Representatives.

Procedure

1. At the enrollment visit, orientation, and other family events, explain that Policy Council is one of the ways parents can be involved. Share how parents are fundamental to the governance of our program.
2. Take every opportunity to provide families with Policy Council recruitment materials. It's preferable to elect Representatives early in the program year, but representatives may be elected to an open position throughout the year. Use the Slot Matrix posted to the Policy Council webpage to see the number of representatives allocated to your site.
3. As parents show interest, make sure to explain the time commitment. It is important for parents to be able to attend meetings consistently so that your Center is represented. The meetings are held once a month from 9:30 am to 2 pm. Policy Council Representatives serve one to three year terms.
4. Policy Council members are elected Representatives. They must be elected by their peers, currently enrolled parents, either at a parent meeting or via paper ballots. Elect two currently enrolled parent Representatives from each program site and model.
5. Submit the *Policy Council Representative Notice and Verification Form* to PSESD.

Related Documents

Policy Council and Governance Guidance

Policy Council Representative Notice and Verification Form

Early Learning Governance System

Policy Council webpage: <http://www.earlylearningwa.org/index.php/for-families/policy-council>