

# Program Design and Management SOP | 2014

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## The Role of the Board of Directors:

The Board of Directors is the governing body of the Corporation Yadkin Valley Economic Development District, Inc. and is the group to which all grants are funded. They are the group that has the legal and fiscal responsibility for the corporation. Per regulations, mandated positions on the YVEDDI Board will include an early childhood expert, a financial expert and an attorney by way of a "seat" or as a consultant.

The Board of Directors work in conjunction with the other members of the Partnership Team, which consists of the Board of Directors, the Head Start Policy Council, the Executive Director/President, and the Head Start Director.

In defining roles and responsibilities, the following definitions are used in the Governance Chart:

- A. General Responsibility – The group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group operating responsibility.
- B. Operating Responsibility – The individual or group that is directly responsible for carrying out or performing the functions consistent with the general guidance and oversight from the group holding general responsibility.
- C. Must approve or disapprove – The group that must be involved in the decision-making process prior to point of seeking approval. If it does not approve, a proposal cannot be adopted, or the proposed action taken, until agreement is reached between the disagreeing groups.
- D. Determined locally – Management staff functions as determined by the local governing body and in accordance with all Head Start regulations.

## Shared Decision-Making:

The process of making decisions about the Head Start Program must be a joint effort of the Management Team – Board of Directors, the Head Start Policy Council, the Executive Director/President, and the Head Start Director.

The YVEDDI has a successful system in place for implementing shared-decision making and, in fact, shared decision making has been considered a strength in past federal reviews. The Head Start Policy Council Chairperson has a seat on the Board of Directors to support linkages. The Migrant Head Start Policy Committee Chair is included as "Special Interest Group Representative" to the YVEDDI Board.

The Board of Directors operates on a "Committee System". The following Committees are in place:

- Personnel Committee (includes policy council member) – Review, discuss, and approve/disapprove all personnel matters
- Finance Committee – Reviews all financial matters, budgets (revisions, etc.), budget standings, applications for funds, funding received, Audit Reports, information from funding sources on financial matters, financial regulations and guidelines, etc.

- Planning and Evaluation Committee – Reviews program's progress with projects and goals and results from all monitoring.

Any information regarding Head Start to be considered by the Board of Directors must go through the appropriate Committee, where a thorough review is given. It is then forwarded to the Board for approval/disapproval action via Committee Reporting (minutes) and discussion.

Prior to this process, items for Board approval should go the Head Start Policy Council for approval/disapproval action. Policy Council Minutes are included in board packets prior to meetings. The Head Start Director is in attendance at each meeting to answer any questions that may arise about the Head Start Program.

#### **Training: Current Board Members:**

In order to implement shared decision making effectively, there must be on-going training for all groups involved.

Training content must, at a minimum, ensure that all governing board members have the knowledge and skills needed to:

- approve agency policies
- approve financial expenditures
- select or dismiss key staff
- approve grant applications
- oversee program planning, agency self-assessment and on-going monitoring
- monitor the annual audit and corrective action process
- adopt governing body standards of conduct ensure that parent, staff and community complaints are handled properly.

Board members will be trained every 2 years  
Policy Council will receive monthly training  
Migrant Policy Committee will receive monthly training

#### **Training: New Members:**

YVEDDI maintains an Orientation Notebook for new Board members. A section of this notebook will be on Head Start (Migrant and Regular) and will include this information: the Performance Standards Subpart 1304.50 Appendix A, the Program Governance Plan, and orientation of roles and responsibilities. The Head Start Director and the Migrant Program Coordinator or designee will meet briefly with each new Board member to ensure that they understand the Head Start information.

The Head Start Director and Migrant Program Coordinator will be responsible for the training and may involve representatives of the funding sources as desired or needed.

#### **Report from the YVEDDI Board of Directors Meeting:**

To promote information sharing, the Head Start Policy Council/Committee Representative will be asked to report back to their Council/Committee on board activities that are relevant to Head Start operation.