



**2020-2021 CPPC Executive Committee Officer/Community Representative Nomination  
Application**

Nominee Name:	
Delegate Agency:	
Site Name:	
Site Address/Zip Code:	
Parent Contact Number:	
Parent Email Address:	
Name of Child(ren) enrolled in the Head Start/Early Head Start/Early Head Start-Child Care Partnership/Early Head Start Expansion program and/or Area of Expertise:	
# Years Served on CPPC:	# Years Served on Delegate Agency Policy Committee:

Position being nominated for (please check box):

- Chairperson
- Vice-Chairperson
- Secretary
- Assistant Secretary
- Parliamentarian
- Treasurer
- Assistant Treasurer
- Community Representative Community Organization–Council Member
- Community Representative/Former Head Start Parent or Subject Matter Expert–Executive Committee

Attach the following documents with this application:

- ✓ Letter of Certification if not submitted
- ✓ A letter of recommendation and support from the program director
- ✓ A letter of recommendation and support from the policy committee chair or vice-chair
- For former Head Start parents, submit a letter of recommendation from your delegate agency chairperson, program director, or policy committee support staff
- For those interested in applying for Community Representative Community Organization–Council Member or Community Representative/Former Head Start Parent or Subject Matter Expert–Executive Committee, submit:
  - a statement of interest (broad statement that describes how your experience will make you a good fit) and
  - qualifications (specific achievements that demonstrate your expertise)
- Email documents by noon on Tuesday, December 15, 2020 to: [Tosha.smith@cityofchicago.org](mailto:Tosha.smith@cityofchicago.org).
- Find CPPC Elections information and application here: <http://www.childrenserviceschicago.com/news/Citywide-Parent-Policy-Council-Elections>



## CPPC Executive Committee Officers Job Descriptions-Basic Responsibilities



*The Executive Committee meets once a month on the third Tuesday. See the CPPC bylaws for additional information about these job responsibilities.*

### Chairperson

- Presides the CPPC Meetings
- Serves as a member of DFSS' Advisory Board
- Works closely with grantee staff for planning of CPPC business
- Works closely with grantee staff to develop agendas
- Works closely with the Secretary and grantee staff to finalize and confirm contents of minutes
- Encourages member participation in program planning
- Provides leadership (w/grantee guidance) to members
- Helps to guide membership work and actions
- Appoints ad hoc committees
- Must have served at least 1 year on the CPPC

### Vice Chairperson

- Presides with executive committee meetings
- Works with the Chairperson, Secretary, and grantee staff to develop executive meeting agenda
- Works with Chairperson and Secretary to finalize and confirm content of minutes
- Assumes responsibility of the chair in his/her absence of the Chair

### Secretary

- Maintains accurate records of all CPPC Meetings (w/grantee support)
- Records the minutes of the CPPC Meetings
- Works with grantee staff to ensure timely notice of meetings is provided to meetings
- Maintains attendance records from Policy Council Meetings and Trainings
- Contracts Policy Council members as needed/requested
- Submits copies of the minutes to the Chairperson and grantee staff
- Performs the responsibilities of the Assistant Secretary in his/her absence
- Assumes the responsibility of the chair in the absence of the chair and vice-chair

### Assistant Secretary

- Maintains accurate records of all CPPC executive committee meetings
- Records the minutes on the executive committee minutes (w/grantee support)
- Performs the responsibilities of the Secretary in his/her absence
- Assists the secretary in making membership contacts
- Records only the motions at the Policy Council

### Parliamentarian

- Shall be seated next to the Chairperson at all Meetings
- Monitors time
- Ensures order is maintained at all Meetings

### Treasurer

- Monitors the Parent Activity Fund
- Serves as the Chairperson of the Finance Committee

### Assistant Treasurer

- Same duties as the Treasurer

### Community Representative

- Attend CPPC meetings
- Provide a written and verbal report of information that is happening in the community that may impact children and families
- Share CPPC information with their respective community organizations
- Report to the Chairperson and grantee staff when reports are not given

### Community Representative/Former Head Start Parent-Executive Committee

- See duties under Community Representative
- Attend the Executive Committee meetings