**2021-2022 CPPC Executive Committee Officer/Community Representative Nomination Application**

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| --- | --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The 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 (a 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 October 8, 2021, 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 second 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 the 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 the 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