

Head Start Governance and Management Composition Requirements

Governing Body and Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

The governing body is composed of:

- At least one member with a background and expertise in accounting or fiscal management;
- At least one member with a background and expertise in early childhood education and development;
- At least one member who is a licensed attorney familiar with issues that come before the governing body; and
- Additional members who reflect the community to be served, including parents of currently or formerly enrolled children, and are selected for their expertise in education, business administration, or community affairs.

Please note that the Head Start Act does allow for **exceptions** to these composition requirements in certain cases; for further information regarding exceptions and the use of consultants, refer to the Head Start Act [Sec. 642\(c\)\(1\)\(B\)\(v\)](#) and [\(vi\)](#).

Policy Council Assumes Responsibility for Head Start Program Direction

The Policy Council is elected by the parents of children who are currently enrolled in the Head Start program.

The Policy Council is composed of:

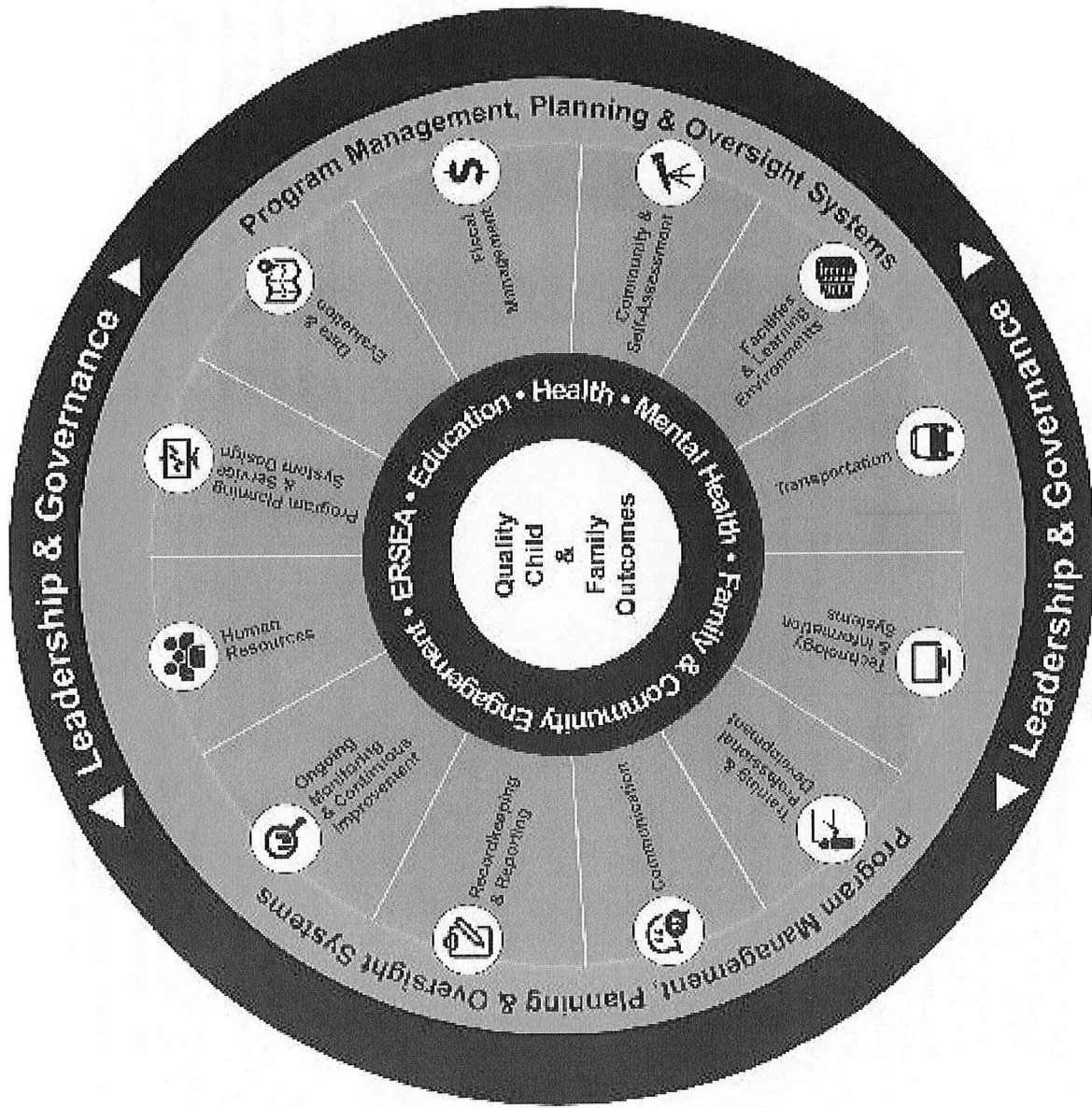
- Parents of children currently enrolled in the Head Start program (including any delegate agency), who constitute a **majority** of the members of the Policy Council; and
- Members at large of the community served by the Head Start program (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program.

Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

Management Staff Assumes Operating Responsibility for Head Start Day-to-Day Functions

The management staff includes the grantee organization's executive director, chief financial officer, Head Start program director, and key Head Start managers. Because different agencies have different organizational structures, key management staff titles and responsibilities can vary.

Governing body and Tribal Council members should refer to their Head Start program's organizational structure or chart to identify key Head Start managers in their organization.



ADMINISTRATION FOR

CHILDREN & FAMILIES



DEPARTMENT OF HEALTH & HUMAN SERVICES

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For more information, visit www.acf.hhs.gov/afcs/afcs-operations or call 1-800-455-5263