

**THE BIG SANDY C.A.P., INC. HEAD START
HEALTH ADVISORY COMMITTEE BYLAWS**

Article I: Name

The name of this organization shall be The Big Sandy C.A.P., Inc. Head Start Health Advisory Committee.

Article II: Purpose

Section 1: Purpose

The Head Start Health Advisory Committee is organized to provide an opportunity to share information, discuss issues and concerns, and to provide advice to the Head Start Program. This advice shall relate to planning, operation, and evaluation of health services which are provided to the Head Start children and families. These health services include: medical, dental, nutrition, and mental health.

Section 2: Goals / Objectives

1. Provide input into the planning of the health program.
2. Advise on the budget relating to the health services.
3. Assist in solutions / resolutions relating to health problems.
4. Assist in evaluating the health component.
5. Provide new ideas for services and education.
6. Facilitate the provision of health services and education.

Article III: Membership

Section 1: Membership

- a. The Big Sandy Area C.A.P., Inc. Head Start Health Advisory Committee shall consist of parents / guardians of currently enrolled children, repre-

sentatives from local health resources including physicians, dentists, nutritionists, psychologists, etc., grantee and delegate staff, and other interested and appropriate persons.

- b. Selection of members will be made by suggestions from staff, Policy Council, HAC members or from volunteers.
- c. Each delegate Head Start program will select two parent member and one alternate member **from Policy Committee** to serve as members to the Grantee HAC. **Model City will select 2 parents and 1 alternate member to service on this committee.**
- d. Prospective members of local health resources will be contacted in writing by the Grantee Health Services Unit Manager. and their participation verified in writing and signed.
- e. Head Start staff representatives will include; The Grantee Health Services Unit Manager, Grantee Disability Services Coordinator, Grantee Head Start Director and one staff member from each delegate program.
- f. There be a minimum of 19 committee members.
- g. The membership term shall be **one** years.

Article IV: Responsibilities of Members of HAC

Section 1: Responsibilities

- a. The members shall attend meetings as scheduled by the Grantee Health Services Unit Manager.
- b. Members shall participate in the establishment of goals and objectives for the Health Component.
- c. Members will have an input into the development and updating of the health and disabilities plan, the emergency plan, and the health educational, plan for staff, children and parents.
- d. Members will assist in the annual self assessment for the program year.

- e. Members will be available to the Health Services Unit Manager on a one to one consultation basis by telephone or in person as is convenient and as the need arises.
- f. Members will be advocates for the entire health program and children of Head Start agency as well as the total Head Start effort.
- g. Members will develop and update bylaws for their committee as needed.

Section 2: Voting

- a. Each member of the committee will have one vote, with the exception of the Head Start staff.

* All Staff will serve as non-voting members *

Article V: Officers

Section 1: Officers

- a. Officers shall consist of a chairperson and a vice-chairperson.
- b. The officers will be democratically elected by the parents and community representatives, annually at the **Fall** meeting.

Section 2: Responsibilities

- a. It is the responsibility of the chairperson to chair the meeting, and in his / her absence the vice- chairperson will chair the meeting.

Article VI: Meeting

Section 1: Frequency

- a. Meeting will be held two times a year during the months of **October/November** and **March/April**. These shall have a time frame limit of two hours.
- b. Members will be notified 10-14 days in advance of meeting by letter.
(Follow up by telephone reminder or email)

* A special meeting may be called, if deemed necessary

d. The Health Services unit Manager will be responsible for notifying members in writing of scheduled meeting, with time, date, and place.

Section 2: Requirements

All suggestions / recommendations presented must have a simple majority of the 5 (non-staff) members for approval and for presentation to the Policy Council for consideration.

All suggestions / recommendations will be fully discussed and then presented to full committee for approval of submission to Policy Council.

Section 3: Quorum

At least 5 committee members (non-staff) must be present in order to constitute a quorum.

Article VII: Amendments

These bylaws may be amended for change by being presented in writing and obtaining a majority of the Health Advisory Committee approval.

Chairperson

Date