

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Policy Council Subcommittees

### POLICY:

Subcommittees will make recommendations to the full Policy Council to consider items for approval or disapproval.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1301.3](#)*

### PROCEDURE:

1. The Policy Council establishes subcommittees to perform specific duties.
2. Standing committees are established in the month of October.
3. There are a minimum of four (4) Standing Committees:
  - . ***Executive Committee***  
The Executive Committee is comprised of the officers of the Policy Council. The Executive Committee may conduct business for the Policy Council between regular meetings. The Executive Committee shall meet with staff to obtain information as needed for reports.
  - . ***Personnel Committee***  
The Personnel Committee shall review and discuss Head Start Personnel Policies and make recommendations to the full membership prior to the Policy Council approving said policies and procedures. This committee shall also screen, interview and recommend persons to be hired to fill vacancies in the Head Start program. They shall oversee personnel actions in regard to firing of Head Start employees.

. ***Finance Committee***

The Finance Committee shall discuss matters of the budget, timelines and the planning of financial issues of the program and make recommendations to the full Policy Council.

. ***Grievance Committee***

The Grievance Committee shall hear grievances from the community and from parents who have followed the grievance procedure of the committee. This committee may also hear grievances of the Head Start staff and present their findings to the Personnel Committee and the Board of Directors.

4. Members of these committees shall be comprised solely of Policy Council members.
5. Staff will provide support, training and technical assistance to standing committees.
6. Ad Hoc Committees are formed for the purpose of accomplishing a specific task and disbanded once their purpose is achieved.

*Approved by Policy Council: February 2019*