



**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
- Community Representative/Former Head Start Parent – 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, submit a statement of interest and qualifications
- Email documents by noon on Tuesday, December 15, 2020 to:
Tosha.smith@cityofchicago.org.



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

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
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Community Representative/Former Head Start Parent-Executive Committee

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

