

**Mid-America Regional Council Head Start
Advisory Committee Charter**
(February 1, 2025)

I. Statement of Purpose

The Advisory Committee shall serve as an independent group of informed community advisors of the MARC Head Start program. Committee members oversee program governance and program improvement including the review and approval of the program's major policies, financial audits, fiscal operations, grant applications, and the results of monitoring and follow-up activities on behalf of the MARC Board of Directors.

The Advisory Committee was established under the Policy Clarification from the Office of Head Start regarding the Information Memorandum OHS-PC-E-024, revised September 18, 2008. The governing body may form an Advisory committee (sub-board) to oversee responsibilities related to program governance, provided advisory committee (or sub-board) does not supplant the governing body's legal and fiscal responsibilities related to program governance. The Advisory Committee serves in parallel with the Head Start Policy Council, both operating as cooperating, but independent bodies overseeing the Program and making recommendations to the MARC Board of Directors.

II. Organization

A. Charter

At least annually, this charter shall be reviewed and reassessed by the Advisory Committee and any proposed changes shall be submitted to the Board for approval.

B. Members

The Advisory Committee shall consist of no less than five (5) and no more than fifteen (15) members who shall serve one (1) year terms. Members may serve a maximum five (5) terms. Each member shall have expertise in either early childhood, law, accounting or serve via a vote by the members of the Advisory Council. Members shall be appointed by the MARC board or members of the advisory committee, each year, as necessary.

Members of the Advisory Committee shall elect a chair at the beginning of each program year in which the past chair is either ineligible to continue serving or has decided to no longer serve. The Chairperson of this committee shall be a member who has served a term of at least one (1) year on the committee.

C. Meetings

Meetings will occur ten (10) times per year. The meetings will consist of Advisory Committee meetings that will take place six (6) times a year. With the opportunity to attend Shared Governance meetings four (4) times per year. Shared Governance is an opportunity for Policy Council and Advisory committees to come together for training.

D. Quorum and Voting

The quorum necessary for the transaction of business at Advisory Committee meetings will be a simple majority of the members of the committee. All determinations of the Advisory Committee must be approved by at least the number of members required to constitute a quorum.

E. Agenda, Summaries and Reports

An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Minutes for all meetings of the Advisory Committee shall be prepared to document the Committee's activities. The minutes shall be considered and approved by the Advisory Committee. Reports of meetings of the Advisory Committee shall be made to the Board at its next regularly scheduled meeting following the Advisory Committee meeting accompanied by any action taken by the Advisory Committee.

III. Responsibilities

- Provide the MARC Board with copies of the Head Start Advisory Committee meeting minutes,
- Have a member of the Advisory Committee meet with the Policy Council no less than quarterly.
- Attend required training and technical assistance meetings to ensure that members understand the information they receive, can provide effective oversight, make appropriate decisions, and participate in programs of the Head Start agency,
- Review and approve all of the program's major policies including Self-Assessment and personnel, financial audits, fiscal operations, grant applications, and the results of monitoring and follow-up activities,
- Make recommendations based on information or reports about program planning and program operations, including:
 - Monthly financial statements including credit card expenditures,
 - Monthly program information summaries,
 - Program Enrollment Reports, including attendance reports for children whose care is partially subsidized by another public agency,
 - Monthly reports on meals and snacks provided through USDA programs,
 - Financial audit,
 - Annual Self-Assessment, including any findings related to such assessment,
 - Community wide strategic planning and needs assessment (Community Assessment),
 - Communication and Guidance from the Secretary (HHS),
 - Program Information Reports (PIRs), and
 - Program Information Summaries.

Establishment of "Whistleblower"

The Advisory Committee shall follow Mid-America Regional Council's Whistleblower Policy that is intended to encourage individuals to bring ethical and legal violations to the attention of an internal or external authority so that action can be taken to resolve the problem. Establish guidance and procedures for staff (paid and volunteer) or others to report illegal, unethical or inappropriate behaviors or practices, in good faith, without fear of retribution. To provide constructive process for individuals to report issues of concern. And emphasize the importance of adherence to MARC Head Start's standards of conduct.

Reporting Problems

The Committee shall review Mid-America Regional Council's procedures for reporting problems and monitor any such reports. In addition to the Whistleblower noted above, the Advisory Committee shall also review and monitor the Conflict of Interest and Inurement Prohibition

Policy, and the Complaints Regarding Board Conduct Policy, as well as all other policies and procedures related to internal controls or the discovery of errors or illegal acts.

Other Delegated Responsibilities

The Committee shall also carry out such other duties as may be delegated to it by the MARC Board of Director's from time to time to the extent permitted by law.

Committee Performance Evaluation

The Committee shall annually review its own performance.

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