



**Application for
Pennsylvania Head Start Association
Board Nomination**

Please email completed and signed
nomination forms to: paboard@paheadstart.org



Pennsylvania Head Start Association

Application and Program Overview

Our Mission: Pennsylvania Head Start Association improves the future for children, families, and communities who are economically challenged.

Our Vision: The Pennsylvania Head Start Association advocates for children and families who are economically challenged to ensure all children reach their full potential. As a responsive, collaborative, and thriving organization, we embrace diversity, promote comprehensive services, and unify the early childhood community by leading the charge for professional development, information sharing, and advocacy.

Recruitment and selection of new Board Directors is completed by the Association's Executive Committee. The committee solicits candidates from current membership, and the community, to fill vacancies in the **Parent, Staff, Administrator** and **Friend** groups of the Board of Directors.

The Association is proud of its membership, our strengths and diversity. The Executive Committee encourages every program's strongest and rising leaders to consider being nominated in the appropriate group.

The Association Bylaws define the groups as follows:

- **Parents** – The Parents/Guardians membership group consists of parents or guardians of children currently enrolled in a member program. Candidates for election to the board must submit a Candidate Program Endorsement Form, in advance, which has been completed and signed by the Administrator of their program.
- **Staff** – The Staff membership group consists of all Head Start /Early Head Start staff other than Administrators, currently working for a member program. Candidate Program Endorsement Form is completed in advance and signed by the Administrator of their program.
- **Administrators** - The Administrators membership group consists of any Individual who holds an Administrator position having operating responsibility for a member program.
- **Friends** – The Friends membership group consists of members of the community who have an interest in the Head Start/Early Head Start mission and purpose.

At the Association, each Board Director's voice is valued and heard. Through the Association, we embody a culture of equity and diversity, recognizing that each perspective is unique and promotes discussion. Because of this, we uphold honor and discernment when reviewing our applications. Candidates must complete all appropriate forms to be eligible for nomination in this election.

These forms are:

- The Association Board Director Responsibilities (*all nominees*)
- The Candidate Profile (*all nominees*)
- The Program Endorsement (*required for parents and staff nominees only*)

After an application is submitted, it will be reviewed by our Executive Committee. If approved by the committee, the application will be presented to the Board of Directors for a full vote. If passed, the applicant will be contacted by the Executive Director to review requirements. This can take time as there are several meetings. Newly selected Board Directors will be announced and seated as they are approved by the board.

Please feel free to contact me with any additional questions.

Best,

A handwritten signature in black ink that reads "Kara". The signature is written in a cursive, flowing style.

Kara McFalls | Executive Director |
PO Box 6445 - Harrisburg - PA - 17112
[443.336.9222](tel:443.336.9222) (m) | kara@paheadstart.org | paheadstart.org



Pennsylvania Head Start Association

The Association Board Director Responsibilities

(To be completed by **all** candidates)

Being a Board Director for the Association requires a level of professionalism and commitment. These responsibilities allow our directors to be engaged and purposeful in this work. If you are elected as a Board Director, you will be held to these standards and responsibilities in order to ensure ethical and equitable motion towards the Association vision and mission statements. Each Board Director is elected due to their unique perspective and experience and this voice is valued and needed to be heard.

1. Be informed about the Associations mission, services, policies, programs, and the strategic plan.
2. Attend Association Board of Directors meetings, virtual and in person, four times a year.
3. Come to meetings prepared, having read materials sent to directors in advance.
4. Actively serve on a minimum of one board committee, typically held monthly and virtually.
5. Attend Association events, such as conferences.
6. Remain informed on issues affecting Head Start and the Early Childhood Education community. This can include joining our newsletter and Early Learning PA campaigns for updates.
7. Maintain an email address and read Association emails at least once a week.
8. Follow and support social media accounts and posts created by the Association.
9. Remain in good standing with their local Head Start program.
10. Act ethically and appropriately at all Association functions and through external interactions, representing the Association in a professional, ethical, and equitable manner.
11. Represent the best interests of the Association in all manners and conduct.
12. Promote the Association to others, being mindful and intentional of creating respectful relationships with parents, staff, administrators, and friends.
13. Uphold the conflict of interest and confidentiality policies, reviewed annually.

To explore further, visit the Association's [website](#).

I have read the Association Board Director Responsibilities and agree to comply, uphold, and honor the responsibilities of a Board Director.

Signature of Candidate:

Date:



Pennsylvania Head Start Association
The Association Board Candidate Profile

(To be completed by **all** candidates)

Candidate's Full Name: _____

How you heard about the Association: _____

Group to be Represented: _____Administrators _____Parents _____Staff _____Friends

Head Start Program or Employer: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Required Writing Prompt: In the space below please explain why you want to become a Pennsylvania Head Start Association Board Director, including the strengths you would bring to the Association.

This could include, but is not limited to: professional background, your interest in the board, knowledge and involvement with Head Start, and/or personal experience. *If you need more space, please continue on an additional page.*

Signature of Candidate:

Date:



Pennsylvania Head Start Association
The Association Board Candidate Program Endorsement Form

(To be completed for candidates in the **Staff** and **Parent** Group)

Candidate's Full Name: _____

Candidate's Title (if staff): _____

Head Start Program or Employer: _____

Candidate's Member Group: _____ Staff _____ Parent

Program Director's Full Name: _____

Program Director's Email Address: _____

Program Name: _____

Program Address: _____

My program is a current dues paying member of the Association, and I endorse the above-named representative to serve on the Board of Directors. If elected, I will support the representative's **attendance** at board meetings and events, as well as their completion of duties and tasks associated with board service. This support includes the **time and expenses for travel, food, registration and lodging**. I am aware that the Board of Directors meets four times a year as follows:

When	What	Location	Length of Activity
Quarterly	Board Meetings	Varies	Typically 1 day
As scheduled	Association Events	Varies	1-3 days

Signature of Program Director

Date