



**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 members is completed by the Association's Governance & Membership 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 Governance & Membership 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 parent membership group shall consist of parents or guardians of children currently enrolled in a Pennsylvania Head Start/Early Head Start 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 shall consist of all Head Start/Early Head Start staff other than Administrators, coming from a recipient or delegate. Candidate Program Endorsement Form is completed in advance and signed by the Administrator of their program.
- **Administrators** - the Administrators membership group shall consist of any individual who holds an Administrator position having operating responsibility for a Head Start/Early Head Start recipient/delegate.
- **Friends** – the Friends membership group shall consist of members of the community who have an interest in the Head Start/Early Head Start mission, purpose and shall include Head Start alumni. For the purpose of electing representatives from the Friends group to the Association Board, Friends shall have voting privileges.

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:

- PHSA Board Member 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 Governance and Membership 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.

Respectfully,

A stylized signature of Kara McFalls in blue cursive script, enclosed in a light blue rounded rectangular box.

Kara McFalls
PHSA Executive Director
kara@paheadstart.org



Pennsylvania Head Start Association

PHSA 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 for board membership, 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 member 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 meetings, virtual and in person, four times a year.
3. Come to meetings prepared, having read materials sent to members 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 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 Association in all manners.
12. Promote the Association to others, being mindful and intentional of creating respectful relationships with parents, staff, administrators, and friends.
13. Ensure the conflict of interest and confidentiality policies.

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

I have read the PHSA Board Member Responsibilities and agree to comply, uphold, and honor the responsibilities of a board member.

Signature of Candidate:

Date:



Pennsylvania Head Start Association

PHSA 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: _____

Candidate Information: On a separate sheet, please explain why you want to become a PHSA Board member, including the strengths you would bring to the Association.

This could include, but not limited to: professional background, your interest in the board, knowledge and involvement with Head Start, and/or personal experience. (300 word maximum)

Candidate Representations:

- I have a signed support endorsement form from my program director (required for staff and parents only).
- I am a member of my program's Policy Council (required for parents only).
- I am committed to fulfilling the Board Director responsibilities and have signed this form.
- I am committed to attending the Board Director meetings, including events, and committee meetings.
- I have my own email account and will have the ability to access, read and respond to PHSA Board communications regularly.
- I understand that my program will need to pay its annual Association dues (*Administrators, Staff and Parents*) to remain a Board Director

Signature of Candidate:

Date:



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PHSA 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 of Directors 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