



South Central Child Development, Inc. Head Start Health Services Advisory Committee By-laws

Article I: Name

The name of this organization shall be South Central Child Development, Inc. Head Start Health Services Advisory Committee (HSAC).

Article II: Purpose

Section 1: Purpose

The Head Start Health Services Advisory Committee is organized to provide an opportunity to share information, discuss issues and concerns, and to provide advice to the Head Start Program. This advice shall relate to planning, operation, and evaluation of health services which are provided to the Head Start children and families. These health services include: medical, dental, nutrition, and mental health.

Section 2: Goals/Objectives

1. Provide input into the planning of the health program.
2. Advise on the budget relating to the health services.
3. Assist in solutions/resolutions relating to the health services.
4. Assist in evaluating the health component.
5. Provide new ideas for services and education.
6. Facilitate the provision of health services and education.

Article III: Membership

Section 1: Membership

a. South Central Child Development, Inc. Head Start Health Services Advisory Committee shall consist of parents/guardians of currently enrolled children, representatives from local health resources including physicians, dentists, nutritionists, psychologists, etc., grantee and delegate staff, and other appropriate persons.

- b. Selection of members will be made by suggestions from staff, Policy Council, HSAC members or from volunteers.
- c. The Agency Policy Council will elect one parent member and one alternate member from Policy Committee to serve as members to the Agency's HSAC.
- d. Prospective members of local health resources will be contacted in writing by the Agency and their participation verified in writing and signed via verbal invitation by HSAC or Director.
- e. Head Start staff representatives will include; the Health Services Manager, Disabilities Services Manager, Mental Health Manager, Fiscal Administrator and the Executive Head Start Director.
- f. The membership term shall be indefinite until formal resignation and will be filled ASAP.

Article IV: Responsibilities of Members of Health Services Advisory Committee

Section 1: Responsibilities

- a. The members shall attend meetings as scheduled by the Health Services Manager.
- b. Members shall participate in the establishment of goals and objectives for the Health Component.
- c. Members will have input into the development and updating of the health and disabilities plan, the emergency plan, and the health educational plan for staff, children and parents.
- d. Members will assist in the annual self-assessment for the program year.
- e. Members will be available to the Health Services Unit Manager on a one to one consultation basis by telephone or in person as is convenient and as the need arises.
- f. Members will be advocates for the entire health program and children of Head Start agency as well as the total Head Start effort.
- g. Members will develop and update bylaws for the committee as needed.

Section 2: Voting

- a. Each member of the committee will have one vote, with the exception of the Head Start staff.
- b. All staff will serve as non-voting members.

Article V: Officers

Section 1: Frequency

- a. Meeting will be held two times a year during the months of October/November and March/April.
- b. Members will be notified 10-14 days in advance of meeting by email with RSVP on attendance (follow-up by telephone reminder or email).
- c. A special meeting may be called, if deemed necessary.
- d. South Central Child Development, Inc. will be responsible for notifying members in writing of scheduled meetings, with time, date, and place.

Section 2: Requirements

All suggestions/recommendations presented must have a simple majority of the five (non-staff) members for approval and for presentation to the Policy Council for consideration.

All suggestions/recommendations will be fully discussed and then presented to full committee for approval of submission to Policy Council and Board.

Section 3: Quorum

At least five committee members (non-staff) must be present in order to constitute a quorum.

Article VI: Amendments

These bylaws may be amended for change by being presented in writing and obtaining a majority of the Health Services Advisory Committee approval.

Chairperson

Date