

By-Laws
For
U.C.H.R.A.
Van Buren County Head Start
Health Service Advisory

I. Name of organization: The name of this organization shall be Van Buren County Head Start Health Service Advisory Committee.

II. Purpose: The purpose shall be a multi-experienced advisory committee to aid in maintaining outstanding services in the Head Start service areas of: Health, Nutrition, Safety, Mental Health, Disabilities and Social Services.

III. Function/Objectives: The Van Buren County Head Start Health Service Advisory Committee shall function as an advisory board to Van Buren County Head Start staff in all areas of service. Their objective shall be to function as a team in "brainstorming" to provide advice/input into service areas provided to Head Start children, their families and the community.

IV. Membership

- A. The committee shall consist of professionals in the areas of Health, Safety, Nutrition, Mental Health, Social Services, as well as Parent/Family members of current and/or past Head Start children and other members of the community.
- B. Head Start staff shall recruit committee members. Each member shall volunteer his/her time.
- C. Committee membership is voluntary therefore members shall be allowed to serve an unset amount of time depending on their willingness to continue service.
- D. Duties of Members:
 - 1. Committee members shall elect a chairperson and vice-chairperson.
 - 2. Chairperson: The chairperson shall be responsible for conducting the meeting in a respectful/responsible manner. The vice-chairperson shall accept this responsibility in the absence of the chairperson.

V. Meetings:

- A. The Health Service Advisory Committee shall meet at least twice during each school year.
- B. Head Start Service Areas shall schedule meeting time and place with consideration being given to individual member's schedules. Service Area Specialist will be responsible for notifying members of scheduled meetings.

VI. Agenda:

- A. Each committee member shall receive a planned agenda, any additional information to be reviewed and an opinion form for return if members cannot be present at the meeting. This information shall be delivered in a timely manner to allow for response to Head Start Service Areas. Provide culturally and linguistically appropriate materials as applicable.

VII. Minutes:

- A. Minutes of each meeting shall be recorded and maintained by the Head Start Service Area. These are kept in a binder located in the central office. Minutes are approved at each meeting.

Authorized Representative, UCHRA Van Buren County Head Start

Date

Chairperson, Health Service Advisory Committee

Date

Revision 7/2019