

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, and 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 unspecified amount of time depending on their willingness to continue service.
- D. Duties of Members:
 - 1. Committee members shall elect a chairperson and a 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 each school year.
- B. Head Start Service Areas shall schedule meeting times and places with consideration being given to individual members' schedules. The 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 attend the meeting. This information shall be delivered promptly to allow for a 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 electronically on the drive.. Minutes are approved at each meeting.

Chairperson, Health Service Advisory Committee

Date

Health Service Advisory Member

Date

Authorized Representative, UCHRA Van Buren County Head Start

Date