

## **Kentucky Head Start Association**

### **Past President**

#### **ESSENTIAL FUNCTIONS**

- In consultation and cooperation with the President, provides leadership and direction to KHSA.
- Provides leadership and direction to KHSA's Awards Committee as chair.
- In support of and working cooperatively with the President and the executive director, ensures that KHSA is run in accordance with its Bylaws, adopted rules/guidelines and that the organization adheres to the highest ethical standards.
- Provides outreach to members and funders or potential funders to help secure the resources needed to fund KHSA.
- Performs other duties as assigned by the President.

#### **DUTIES & RESPONSIBILITIES**

- Prepare for and attend meetings of the KHSA Board of Directors and Executive Committee.
- Prepare for, attend and preside at meetings of the KHSA Awards Committee.
- Ensure that directions and decisions pertaining to the KHSA Awards Committee are properly executed.
- Ensure that positive relationships with advisers, partners and sponsors are maintained and, where appropriate, enhanced.
- Conduct outreach to current and potential partners and sponsors for the purpose of securing financial support for KHSA initiatives and activities.
- Work to zealously guard KHSA's status as a valued, neutral, non-partisan convener/facilitator of Head Start grantees across Kentucky and ensure that all have the opportunity to fully participate in KHSA's programs, meetings and services.
- Serve as an ambassador for KHSA and work to garner support for and participation in KHSA.
- Work to recruit talented individuals to participate as leaders in KHSA.
- Provide guidance and advice to the executive director and serve as a member of the KHSA Executive Committee.
- Underwrite travel expenses and incidental costs of serving as a KHSA leader, as needed.

#### **QUALIFICATION**

- The Past President must be a previous President of KHSA; either the immediate past President or a President who served within the last 10 years prior to the date of election.
- Must be a current member of KHSA.
- Must have written permission from their Head Start Director or Head Start Executive Director.

#### **TERM OF OFFICE**

- The term of office is two years beginning on July 1 following the election.
- Officers may serve a maximum of two consecutive terms for each elected office.
- The office of Past President will be elected in odd years beginning in 2021.