

Kentucky Head Start Association

President

ESSENTIAL FUNCTIONS

- Provides leadership and direction to the Kentucky Head Start Association.
- Enables other KHSA leaders and members to fulfill their responsibilities for the governance and strategic direction of the organization.
- In cooperation with 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.
- Provide outreach to members and funders or potential funders to help secure the resources needed to fund KHSA.

DUTIES & RESPONSIBILITIES

- Prepare for, attend and preside at meetings of the KHSA Executive Committee and Board of Directors.
- Ensure that directions and decisions, whether taken between meetings or at meetings, are properly executed.
- As prescribed by KHSA's Bylaws and in consultation with the executive committee, appoint such members as may be necessary to lead KHSA's committees and sections.
- Ensure that KHSA's committees carry out their work in accordance with their established goals and priorities, including reporting progress to the board of directors and executive committee via the Sections Chair.
- In cooperation with other KHSA leaders and the executive director, take responsibility for the preparation and development of KHSA's public policy and business priorities.
- Ensure that the KHSA Board of Directors and Executive Committee have considered the views of all the stakeholders of KHSA.
- Ensure that plans for suitable communications with members and stakeholders are in place.
- Ensure that KHSA is compliant with relevant federal, state and local laws, codes and regulations and that KHSA is adhering to its adopted guidelines.
- 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.
- Liaise with the executive director and Vice President for Finance to ensure that KHSA's annual accounts, returns and financial audit are completed in a timely fashion and that the annual KHSA budgets are appropriately estimated and monitored.
- Ensure that any complaints in relation to KHSA are appropriately handled in a timely fashion and that any potentially significant adverse events relating to KHSA are reported

to the relevant authority in accordance with the Articles of Organization, Bylaws or other organizational rules or guidelines.

- Ensure that copies of KHSA Board of Directors and executive Committee papers and records of meetings are stored in secure facilities for the period determined by such organizational governance bodies.
- Ensure that the performance of the KHSA Board of Directors and Executive Committee is regularly evaluated and that the executive director receives an annual performance evaluation.
- Underwrite travel expenses and incidental costs of serving as a KHSA leader, as needed.

QUALIFICATIONS

- Must be Head Start staff – defined as being an employee of a Head Start grantee throughout their term of office. Upon approval by the KHSA Board of Directors, an officer who ceases to be a Head Start employee mid-term may finish the term to which they were elected.
- Must be a current member of KHSA.
- Must have at least one year of professional experience working within the management of a Head Start program.
- 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 President will be elected in odd years beginning in 2021.