

## **Kentucky Head Start Association**

### **Vice President for Finance**

#### **ESSENTIAL FUNCTIONS**

- In consultation and cooperation with the President, provides leadership and direction to KHSA.
- Provides leadership and direction to KHSA's Finance and Budget 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.
- Oversees all KHSA finances and ensures that KHSA officers and staff adhere to KHSA Financial Policies & Procedures as adopted by the Board of Directors.
- Works with financial experts as necessary and takes all other actions as required by the KHSA Financial Policies & Procedures to assure the fiscal integrity of the Association.

#### **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 Finance and Budget Committee.
- Ensure that directions and decisions pertaining to the KHSA Finance and Budget 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.

#### **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 Vice President for Finance will be elected in even years beginning in 2021.