



# Arizona Head Start Association

**azheadstart.org**

**AZHSA Board Member**

## **ROLES AND RESPONSIBILITIES**

### **Role description & person specification:**

As a board member you will have a strategic role to play in representing the vision and purpose of the Arizona Head Start Association. Board members ensure that the Executive Committee and the Director of AZHSA function properly, that all relevant matters are discussed and that effective decisions are made and carried out. As a board member (**Executive Team**) you will carry out a term of 2 years. As a board member (**Grantee Elected Director**) you will carry out a term of 2 years. As a board member (**At Large Director**) you will carry out a term of 2 years. As a board member (**Head Start Parent Director**) you will carry out a term of 2 years and or their child transitions out of Head Start if it is prior to the two (2) year term.

Any officer who has served for two (2) consecutive full terms shall be ineligible for re-election for a period of one (1) year immediately following the expiration of the second full term.

### **Ensure the management of the association functions and properly managed**

- Ensure meetings are orderly and efficient.
- Bring impartiality and objectivity to meetings and decision-making.
- Review governance performance and skills.
- Plan for recruitment and renewal of the executive committee and AZHSA Director.
- Be informed of the affairs of the association and exercise motions in a manner that is reasonable and of the best interest of the association

### **Responsibilities as a board member to commit to**

- Attend 100% of all board meetings, unless excluded by the AZHSA Board President and or appoint a proxy.
- Review agenda and supporting materials prior to the board meeting
- Maintain membership by keeping dues up to date.
- Support AZHSA by collaborating on projects and connecting potential sponsors, members, or speakers.
- Support AZHSA by recruiting at least but not limited to one friend donor each year.
- Refrain from using the position as a personal advantage and act with honesty and integrity.
- Accept responsibility for providing oversight of the overall association. This includes any finance decision-making.
- Protect any private or confidential information that could be disclosed at board meetings
- Effectively communicate the vision and purpose of the organization.
- Advocate for and represent the organization at external meetings and events
- Be aware of current issues affecting AZHSA and Head Start programs in Arizona.

AZHSA  
PO BOX 45483, Phoenix, AZ 85064  
602-338-0449  
EIN# 86-0815229  
[www.azheadstart.org](http://www.azheadstart.org)



**Arizona Head Start Association**  
**azheadstart.org**

**Qualities and Skills Required.**

- Avoid conflict of interest
- Good and strong leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken.
- Participate in projects, surveys, and meetings

**Commitment:**

The role of the AZHSA Board Member requires an estimated commitment of 5 hours a month. There is no compensation for this position.

I acknowledge that I have read and understand the above, and I agree to comply with its terms.

---

Print Name

---

Signature

---

Date