



**Board Nomination Materials
2021**

Head Start Community,

The PHSA Board has revised how it recruits, solicits nominations, and selects new members to the PHSA Board. PHSA no longer holds elections for new members to serve on the PHSA Board. Recruitment and selection of new Board members is done by the PHSA Leadership and Governance Committee. The PHSA Board solicits candidates from current membership to fill vacancies in the **Parent, Friend, Staff** and **Administrator** groups of the Board of Directors.

We currently have openings representing the **Parent and Staff** membership groups. PHSA is proud of its membership, our strengths and diversity. The Leadership and Governance committee encourages every program's strongest leaders to consider being nominated in the appropriate group.

The PHSA Bylaws define the groups as follows (Article V, Section 2):

- **Parents** – the parent membership group shall consist of parents or guardians of children currently enrolled in a Pennsylvania Head Start/Early Head Start program. Candidates for election to the Board must submit to the PHSA Board a Board Candidate Program Endorsement Form, in advance, which has been completed and signed by the Administrator of their program.
- **Staff** – the Staff membership group shall consist of all Head Start/Early Head Start staff other than Administrators, coming from a grantee, delegate or single purpose agency.
- **Administrators** - the Administrators membership group shall consist of any individual within the State of Pennsylvania who holds an Administrator position having operating responsibility for a Head Start/Early Head Start grantee, delegate, or Single Purpose agency.
- **Friends** – the Friends membership group shall consist of members of the community who have an interest in the Head Start/Early Head Start mission and purpose. This group shall include Head Start alumni. For the purpose of electing representatives from the Friends group to the PHSA Board, Friends shall have voting privileges.

Candidates:

Candidates must complete the appropriate forms to be eligible for nomination in this election. These forms are:

- The Program Endorsement (required for parents and staff nominees only)
- The Candidate Profile (all nominees).

Candidate profiles and endorsement forms, if applicable, are due to the PHSA office by 5PM on February 26, 2021. Newly selected PHSA Board members will be announced at PHSA's annual conference April 12, 2021. New Board members will be seated at the PHSA Board's Summer meeting. A complete timeline, necessary forms, and more information about submitting a complete nomination are below.

Please feel free to contact the PHSA office with any questions.

Respectfully,

Blair Hyatt
PHSA Executive Director

Pennsylvania Head Start Association
PHSA BOARD MEMBER RESPONSIBILITIES

1. Maintain email address and read PHSA emails at least once a week.
2. Remain informed on issues affecting Head Start and the Early Education community.
3. Attend PHSA Board meetings four times a year.
4. Attend Annual Spring Conference and Fall Early Childhood Summit.
5. Remain in good standing with their local Head Start program.
6. Actively serve on a minimum of one PHSA Board committee.
7. Act ethically and appropriately at all PHSA functions.
8. Represent the best interests of PHSA at all PHSA functions.
9. Come to meetings prepared having read materials sent to members in advance.
10. Be informed about PHSA’s mission, services, policies and programs.
11. Inform others about the organization.
12. Follow conflict of interest and confidentiality policies.
13. Communicate promptly with PHSA staff and refrain from making special requests of the staff.

December 2020	Board reviews upcoming openings for targeted recruitment.
January 2021 & February 2021	Candidate Nomination Information is sent out to PHSA membership and advertised in monthly newsletter/website/social media.
February 26, 2021	Deadline for nominations to the PHSA office. Nomination review begins.
3 rd Monday in March 2021	Review ends with committee vote.
PHSA April Board Meeting	Candidates presented to the full board for approval.
PHSA Summer Board Meeting	New Board members seated at PHSA Summer Board meeting.



PHSA BOARD CANDIDATE PROFILE

(To be completed for all candidates)

Name _____

Group to be represented ___Administrators ___Parents ___Staff ___Friends

Delegate or Grantee _____

Mailing Address: _____

Email Address _____ Phone Number _____

Candidate Information: On a separate sheet, please explain why you want to become a PHSA Board member, including the strengths you would bring to the Board (250 word maximum).

Candidate Representations:

- I have a signed support endorsement form from my program director (required for staff and parents only).
- I am a member of my program's Policy Council (required for parents only).
- I am committed to fulfilling the PHSA Board members responsibilities as described on the attached sheet.
- I have my own email account and will have the ability to access and read PHSA Board emails regularly.
- I understand that my program will need to pay its 2020 PHSA dues (Administrators, Staff and Parents)
- I have paid my 2020 PHSA dues (friend).

Signature of Candidate:

Date:

CANDIDATE PROFILE FORMS MUST BE RECEIVED AT PHSA OFFICE BY
February 26, 2021.

Email to: stateoffice@paheadstart.org

Mail to: PHSA 415 Market St. Suite 206A Harrisburg, PA 17101



PHSA Board Candidate Program Endorsement Form
 (To be completed by candidates in the Staff and Parent Group)

DELEGATE OR GRANTEE: _____

Candidate's Member Group: _____ Staff _____ Parent

Candidate's Name: _____

Candidate's Title: _____

Candidate's Mailing Address: _____

Candidate's Email Address: _____

My program is a current dues paying member of the PHSA, and I endorse the above-named representative to serve on the PHSA Board of Directors. If elected, I will support the representative's attendance at PHSA meetings and Conferences as well as his or her completion of duties and tasks associated with Board service. This support includes travel, food, registration and lodging expenses. I am aware that the PHSA Board meets four times a year as follows:

When	What	Location	Length of Activity
Quarterly	Board Meetings	Varies	Usually 1 day, occasionally 1.5 days
Spring and Fall	PHSA Conference & ECE Summit	Lancaster State College	1.5 and 3 days

Signature of Program Director

Date

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