



Alabama Council on Human Relations, Inc.
Governance and Management Responsibilities

Function	ACHR Policy Council	ACHR Board of Directors (Governing Body)
I. Planning		
(a) Procedures for program planning and program design and operation (all a part of the grant, or work plan).	Must approve or Disapprove	General responsibility and must approve or disapprove
(b) Program's philosophy and long and short range program goals and objectives.	Must approve or disapprove and recommend	General responsibility and must approve or disapprove
(c) Selection of delegate agencies and their service areas.	----	General responsibility
(d) Criteria for defining recruitment, selection, and enrollment priorities.	Must approve or disapprove and recommend	General responsibility
(e) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to Health and Human Services.	Must approve or disapprove and recommend	General responsibility and must approve or disapprove
(f) Budget planning for program expenditures, including policies for reasonable reimbursement related to participation in Policy Council Activities to enable low-income members to participate fully in their group responsibilities.	Must approve or disapprove and recommend	General responsibility and must approve or disapprove
(g) Annual self assessment of ACHR's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.	Must approve or disapprove and recommend	General responsibility and must approve or disapprove
(h) Review of the Community Assessment (at least every 3 years).	Must approve or disapprove and recommend	General responsibility and must approve or disapprove
(i) Activities to support active involvement of parents in supporting program operations, including policies to ensure that the program is responsive to community and parent needs. (New '07)	Must approve or disapprove and recommend	General responsibility and must approve or disapprove
(j) Bylaws for operation of Policy Council including procedures for how Policy Council members will be selected/elected; includes composition of the PC and the procedures by which they are chosen. (New '07)	Must approve or disapprove and recommend	General responsibility and must approve or disapprove
II. General Procedures including Fiscal Oversight		
(a) Written policies that define roles and responsibilities of the Board of Directors and that inform them of the management procedures and functions necessary to implement a high quality program.	----	General responsibility and must approve or disapprove
(b) Legal and fiscal responsibility for administering and overseeing all programs under its authority, including the safeguarding of Federal funds and approval of operating budget. (New '07)	----	General responsibility
(c) Responsibility for ensuring compliance with applicable Federal, State and Local Laws and regulations. (New '07)	----	General responsibility

Function	ACHR Policy Council	ACHR Board of Directors (Governing Body)
(d) Procedures describing how the Board of Directors and the Policy Council will implement shared decision making.	Must approve or disapprove	General responsibility and must approve or disapprove
(e) Procedures describing how, if necessary, the Board of Directors and the Policy Council will resolve internal disputes, including impasse procedures, between the Board and the Policy Council.	Must approve or disapprove	General responsibility and must approve or disapprove
(f) Establish and maintain procedures for hearing community complaints about the program and working to resolve them.	----	General responsibility
(g) Ensure that appropriate internal controls are established and implemented to safeguard Federal funds.	----	General responsibility
(h) Set criteria for and participate in selection of the independent financial auditor who shall report on the audit and all critical accounting policies and practices to the Board of Directors (must be reflected in Board minutes).	----	General responsibility
(i) Monitoring to assure actions are taken to correct any audit findings and action is taken to comply with applicable laws and regulations governing financial statement and accounting practice. (some new '07)	----	General responsibility
(j) Review results from monitoring (refers to triennial review & related) including appropriate follow-up activities. (New '07)	----	General responsibility
III. Human Resources Management		
(a) Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers including a conflict of interest policy, a confidentiality policy and criteria for the employment, evaluation, compensation and dismissal of program staff.	Must approve or disapprove and recommend	General responsibility, and must approve or disapprove
(b) Personnel policies and procedures, including those regarding the hiring, evaluation, compensation, and termination of the CEO, Fiscal Coordinator and key Early Head Start or Head Start staff.	----	General responsibility
(c) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program administered by ACHR.	MAY approve or disapprove and recommend	General responsibility

Definitions as Used in Chart

General Responsibility. Group with legal and fiscal responsibility that guides and oversees carrying out functions described through individual or group given operating responsibility.

Operating responsibility. Individual or group directly responsible for carrying out or performing functions consistent with general guidance and oversight from group holding general responsibility.

Must approve or disapprove and recommend. Group that must be involved in the decision-making process prior to point of seeking approval. If it does not approve and recommend, proposal cannot be adopted, nor proposed action taken, until agreement reached between disagreeing parties.

Determined locally. Functions as determined by the ACHR Board of Directors and in accordance with Head Start regulations

AUTHORITY 45 Code of Federal Regulations part 1304.50, Appendix A: Governance and Management Responsibilities and Head Start Act as amended December 12, 2007