

Governance Leadership Handbook for VIPs *



*** Very Important Persons**

**A Guide for Policy Group Officers,
Chairpersons, and Parent & Center
Committee Officers and Members**

**A Publication of
Training & Technical Assistance Services at Western Kentucky University**

Introduction

The Governance Leadership Handbook for VIPs was designed to accompany the Governance Leadership Training developed by Training and Technical Assistance Services (T/TAS) at Western Kentucky University. The training was designed especially for some Very Important Persons (VIPs) - Policy Group Officers, Chairpersons, Parent and/or Center Committee Officers and Members, Advisory Groups, and other program governance leaders. The inspiration for the development of this training comes from several observations made by T/TAS trainers during the Positive Program Governance training, and from feedback from participants who expressed a need for more in-depth knowledge and information to support them in their role as leaders.



Effective leadership is developed and nurtured through knowledge, supportive relationships and experience. This handbook provides information and strategies to help people build the skills necessary to become successful leaders. One of the foremost secrets of successful leadership is the art of working effectively with people. This handbook provides information and activities to help you understand the process of creating dynamic teams and to support the growth and development of people, which is the greatest goal of leadership.

Remember the famous quote from Alexander Dumas' novel *The Three Musketeers*? "All for one and one for all," is easier said than done. It takes practice and time, training, and trust within an organization.

To support current, and potential leaders, this handbook is divided into four sections:

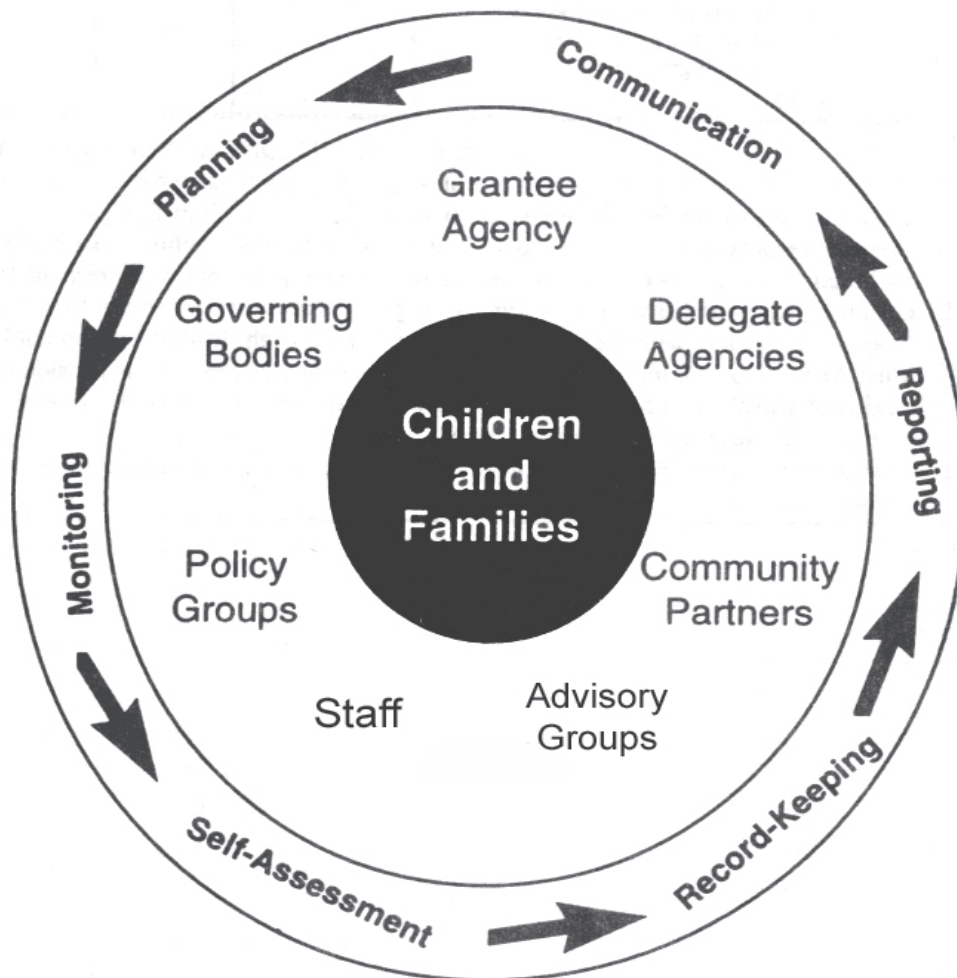
- Understanding Head Start/Early Head Start Systems and Services
- Leadership: Coming Together
- Leadership: Working Together
- Taking It Back Home

While this handbook was designed to stimulate discussion among the parent and community members of a Governance Leadership team, it can also be used to reinforce understanding of governance leadership among Head Start Directors, managers, coordinators, Governing Body members, and other appropriate service area staff members.

Section One: Understanding Management Systems & Services

Management Systems form a continuous cycle that involves all stakeholders of the Head Start/Early Head Start community. In order for Governance Leadership to be effective, an understanding of these systems is required.

The following diagram of the Head Start Management Systems is an updated version of the diagram that can be found in the Head Start Program Performance Standards, Section 1304.51 - Management Systems and Procedures.



Looking at Systems and Services

Head Start Management Systems and services are connected and interrelated. Each system impacts the others, all systems influence program services, and all systems are influenced by program services.

The framework chart represented below is a practical visual depiction of program-wide services and systems. Starting with the Program Governance systems on the left side of the framework, think about what occurs at every intersection between the Program Governance system and the Implementation of Services. Discuss the following questions:

- What important role does Program Governance play in the delivery of program services?
- How does Program Governance ensure quality service delivery?
- Is the role meaningful or just busy work?
- What information is needed to strengthen these areas?
- What about other intersections between systems and services?
- Look at the other systems and services and think about how they all are interrelated with one another.

EFFECTIVENESS OF SYSTEMS	IMPLEMENTATION OF SERVICES AND PARTNERSHIPS								
	Child Development and Health Services					Family and Community Partnerships			Program Design
	Prevention & Early Intervention	Individualization	Mental Health	Disabilities Services	Curriculum and Assessment	Family Partnership Building	Parent Involvement	Community Partnerships	Facilities, Materials, Equipment, and Transportation
Program Governance									
Planning									
Communication									
Record-Keeping & Reporting									
Ongoing Monitoring									
Self-Assessment									
Human Resources									
Fiscal Management									
Eligibility, Recruitment, Selection, Enrollment, and Attendance									