



Agreement to the Role and Responsibilities of the Illinois Head Start Association Parent Ambassadors 2019 - 2020

The role of the Parent Ambassador is to advocate at the local level for programs and events that affect Head Start/Early Head Start children and their families. As a Parent Ambassador, I will work on statewide activities set out by the Illinois Head Start Association, as well as additional goals that are of personal interest and local significance. I agree to represent IHSA while in my role as a Parent Ambassador and I understand that courtesy, respect and collaboration are essential at all times. I further agree to:

General Responsibilities

Encourage advocacy in my Head Start/Early Head Start program and local community
Collaborate with other Parent Ambassadors and parent leaders in the Head Start/Early Head Start Community
Review resources sent by IHSA and distribute these resources to my community
Submit paperwork and data entry in a timely fashion and maintain regular contact with my assigned Coach

Participation

Join once- a-month Parent Ambassador Conference calls
Attend all Parent Ambassador trainings
Monitor and track all goals and tasks, document them on Action Plan forms or through data entry, and provide supporting materials
Alert my assigned Coach to any changes or concerns relating to the Parent Ambassador position

Advocacy/ Voter Education

Become knowledgeable in government and how it works
Know who my legislators are at the state and national level – regularly email, telephone, visit and provide comments on their Facebook page
Provide information and resources on voter education to Head Start/Early Head Start parents and the local community
Provide (3) trainings re: advocacy
Help establish a state parent data base and call list (min. 50 contacts)
Learn the history of Head Start and Early Head Start
Develop and tell my Head Start or Early Head Start story
Support the development of a virtual parent hub for each federal Congressional District

Signed and Dated: _____ / _____ /2019