



## **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