**Agreement to the Role and Responsibilities of the Illinois Head Start Association Parent Ambassadors 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) three community trainings
- Help establish a state parent data base and call list (min. 100 contacts)
- Learn the history of Head Start and Early Head Start
- Develop and tell my Head Start or Early Head Start story

Signed and Dated: ______________________________________________________________