Tier 3 Direct Service Providers will develop procedures for establishing and implementing Policy Committees. These procedures will include the following elements:

- Procedures to ensure that a Policy Committee is established as early as possible in the program year.
- A committee that is comprised of 51% parents of currently enrolled children.
- Procedures for the election of two members of the Policy Council to serve on the MARC Head Start Policy Council. One will serve as a Representative and one will serve as an Alternate.
- A regular, planned schedule of meetings. This schedule will provide sufficient opportunity for parents to be informed about the program’s activities and to be included in important decision-making discussions.
- Members will be responsible for approval and submission of decisions about agency activities to the agency’s governing body.
- Procedures to prohibit conflict of interest.
- A meeting calendar that outlines how, when and what information will be shared on the topics below:
  a. Monthly budgeting and expenditures including credit card reports
  b. Recruitment and enrollment
  c. Program options and services
  d. Parent education activities
  e. Recruitment and screening of Early Head Start and Head Start employees.
  f. Ongoing monitoring data that reflects program’s progress toward goals and objectives
  g. Methods for communication with the MARC Policy Council. (Includes information received from Policy Council meetings as well as information to be provided to the Policy Council)
  h. Methods for communication with the Direct Service Provider’s Governing Body that include how, when and what information will be shared.
- A method for recording meeting minutes and documenting parent involvement in decision making.