

**Role and Responsibilities of a Parent Ambassador**  
**Washington State Head Start Association of Head Start and ECEAP**

**Parent Ambassadors 2018 Agreement**

The role of the Parent Ambassador is to grow in leadership skills and advocate for programs and events that affect ECEAP and Head Start children, their families, and the broader local and statewide communities. As a Parent Ambassador, I will work on statewide activities set out by the Washington State Association of Head Start and ECEAP (WSA), as well as additional goals that are of personal interest and local significance. I agree to represent WSA, EHS, HS, ECEAP & Childcare while in my role as a Parent Ambassador and I understand that integrity, kindness, respect and collaboration are essential at all times. I further agree to:

**General Responsibilities**

- Encourage advocacy in my Head Start/ECEAP/Childcare program and local community
- Collaborate with other Parent Ambassadors, other parent leaders and parents in the Head Start, ECEAP, Early Head Start, Childcare and other early learning community
- Review resources and alerts sent by WSA and/or WSA Parent Ambassador Program staff and distribute these resources to my program, parents & community
- Maintain regular contact with the Parent Ambassador Coordinators and the Parent Ambassador Program Director
- Submit paperwork and/or data entry in a timely fashion and respect deadlines when asked
- Act as a professional when participating and/or traveling as a Parent Ambassador
- Work in collaboration with my local program and grantee Executive Director

**Participation**

- Regular Parent Ambassador conference calls and honor the attendance expectations
- Attend all Parent Ambassador trainings and honor the attendance expectations
- Monitor and track all Parent Ambassador goals and tasks, document them on Action Plan forms or through data entry, and provide supporting materials
- Alert the Parent Ambassador Program Director and/or Coordinator of any barriers to attending required conference calls, trainings and/or meetings
- Alert the Parent Ambassador Director and/or coordinator to any changes or concerns relating to the PA position

**Voter Education / Advocacy**

- Become knowledgeable of government, the legislative process and how it works
- Know and engage my legislators at the state and national level
- Provide information and resources on voter education to Head Start/ECEAP parents and the local community
- Provide a minimum of (3) three teach-backs and/or community trainings
- Participate in, and/or organize advocacy activities and training
- Help establish a state parent data base and email list

**Head Start, Early Head Start, ECEAP and Childcare**

- Learn the history of Head Start, ECEAP, Early Head Start and Childcare
- Develop and tell my Head Start, ECEAP, Early Head Start or Childcare story

Signed and Dated: \_\_\_\_\_