

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
OF MISSOURI (AEYC-MO)**

POSITION DESCRIPTION: PRESIDENT

TERM OF OFFICE:

Two years, beginning in odd year (4 years total – 1 year as president-elect, 2 years as president, and 1 year past-president).

PURPOSE:

The board president is the senior volunteer leader of AEYC-MO who presides at all meetings of the board of directors, the executive committee, and other meetings as required. The president is an *ex-officio* member of all committees of the organization. The president oversees implementation of policies and ensures that appropriate administrative systems are established and maintained.

QUALIFICATIONS:

- A member of AEYC-MO.
- A commitment to AEYC-MO and its values; an understanding of AEYC-MO's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of and state-level influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven ability to lead the association.
- Can be bonded.

KEY RESPONSIBILITIES:

1. Serve as the chief volunteer and administrative officer of the organization
2. Work as a partner with the chief executive in achieving the association's mission.
3. Provide leadership to the board of directors, who sets policy and to whom the chief executive is accountable.
4. Chair meetings of the board after developing the agenda with the chief executive, board officers and committee chairs.
5. Preside at meetings and call special meetings of the board of directors and executive committee and, at the written request of 25 members with 10 or 15 days' notice, call special meetings of members.
6. Encourage the board's role in strategic planning.
7. Appoint the chairpersons of committees, in consultation with other Board members, except the nominating committee chairperson.
8. Serve *ex-officio* as a member of committees and attend their meetings when invited.
9. Discuss issues confronting the organization with the chief executive.
10. Help guide and mediate board actions with respect to organizational priorities and governance concerns.

11. Review with the chief executive any issues of concern to the board.
12. Monitor financial planning and financial reports.
13. Play a leading role in fund-raising activities.
14. Participate in formal evaluation the performance of the chief executive and informally evaluate the effectiveness of the board members.
15. Evaluate annually the performance of the organization in achieving its mission.
16. Perform other responsibilities as assigned by the board.
17. Represent the organization, attend NAEYC Conferences and report to the membership.
18. Appoint a representative to Midwest AEYC Council and to serve as a member of the AEYC-MO board of directors.
19. Appoint a representative to the NAEYC Affiliate Council and to serve as a member of the AEYC-MO board of directors.
20. Appoint a parliamentarian.
21. Appoint an auditing committee from the membership or qualified auditor and report the results at annual meetings.
22. Write "From the president" letter for each newsletter edition.
23. Provide a report at each board meeting of her or his activities since the previous board meeting.
24. Communicate changes in board membership to state office, Midwest AEYC Council, and board membership.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
OF MISSOURI (AEYC-MO)**

POSITION DESCRIPTION: PRESIDENT-ELECT

TERM OF OFFICE:

One year, beginning in even year. (4 years total – 1 year as president-elect, 2 years as president, and 1 year past-president).

PURPOSE:

The president-elect is preparing to serve as the senior volunteer leader of AEYC-MO.

QUALIFICATIONS:

- A member of AEYC-MO.
- A commitment to AEYC-MO and its values; an understanding of AEYC-MO's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of and state-level influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven ability to lead the association.
- Can be bonded.

KEY RESPONSIBILITIES:

1. Prepare to assume the office of president.
2. Fill the office of president should it become vacant, and subsequently fill the office of President for a regular term, as is entitled to the president-elect.
3. Assist the president in the execution of her or his duties.
4. Oversee the technical assistance activities between the board and its affiliate chapters.
5. Serve on the executive, governance and finance committees, and attend other committee meetings as appropriate.
6. Provide a report at each board meeting of her or his activities since the previous board meeting.
7. Oversee the association's leadership development process.
8. Perform any other duties as assigned by the president.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
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POSITION DESCRIPTION: PAST-PRESIDENT

TERM OF OFFICE

One year, beginning in odd year (4 years total – 1 year as president-elect, 2 years as president, and 1 year as past-president).

PURPOSE

To serve as advisor to the president and support her or his work and role. To provide continuity of leadership for the association.

KEY RESPONSIBILITIES

1. Perform the duties of president in the event of his/her absence and the absence of the vice-president, or the inability of the vice-president to serve.
2. Serve as an advisor to the president and support her or his work and role.
3. Oversee the organization's awards process.
4. Oversee the association's leadership development process.
5. Serve on the executive and governance committees.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
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POSITION DESCRIPTION: VICE-PRESIDENT

TERM OF OFFICE:

Two years, beginning in odd year, may be re-elected for one additional term

PURPOSE:

The vice-president is a support for the president and oversees the organizational strength of AEYC-MO. The vice-president also serves as the association's lead volunteer ambassador.

QUALIFICATIONS:

- A member of AEYC-MO.
- A commitment to AEYC-MO and its values; an understanding of AEYC-MO's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of the early childhood community.

KEY RESPONSIBILITIES:

1. Preside at board meetings in the absence of the president.
2. Ensure that the board and chief executive adhere to the organization's approved policies.
3. Ensure that organizational and administrative systems are in place that strengthen AEYC-MO and support its long-term viability.
4. Serve on the executive committee
5. Perform duties designated by the president.
6. Serve as personnel committee chair.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
OF MISSOURI (AEYC-MO)**

POSITION DESCRIPTION: SECRETARY

TERM OF OFFICE:

Two years, beginning in odd year; may be re-elected for one additional term

PURPOSE:

The secretary ensures that communications systems are in place and are used to effectively share information within the organization and between AEYC-MO and other key stakeholders.

QUALIFICATIONS:

- A member of AEYC-MO.
- A commitment to AEYC-MO and its values; an understanding of AEYC-MO's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of the early childhood community.

KEY RESPONSIBILITIES:

1. Prepare and provide written minutes of board and executive committee meetings to all board members within two weeks of meetings.
2. File approved minutes containing all appropriate edits with the chief executive officer within two weeks of their approval.
3. Ensure effective management and protection of the organization's records.
4. Maintain sufficient familiarity with legal documents (i.e., articles, By-Laws, IRS determination letter, state tax exemption, etc.) to note applicability during meetings.
5. Ensure effective communications systems and strategies and oversee board members' skills and knowledge acquisition for effective communication.
6. Oversee the quality and continuous improvement of AEYC-MO publications.
7. Attend executive committee meetings.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
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POSITION DESCRIPTION: TREASURER

TERM OF OFFICE:

Two year, beginning in even year; may be re-elected for one additional term

PURPOSE:

Serves as the chief financial officer of the association.

QUALIFICATIONS:

- Understands financial accounting for nonprofit organizations.
- Can be bonded.

KEY RESPONSIBILITIES:

1. Serve as chair of the finance committee.
2. Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
3. Work with the chief executive to ensure that appropriate financial reports are made available to the board on a timely basis.
4. Assist the chief executive in preparing the annual budget and presenting the budget to the board for approval.
5. Review the annual audit and answer board members' questions about the audit.
6. Ensure development and board review of financial policies and procedures.
7. Maintain sufficient familiarity with financial policies and procedures to ensure that the board and chief executive are adhering to them.
8. Monitor the receipt of all money due to and held by the organization.
9. Ensure that all funds are properly deposited in the organization's designated bank account.
10. Ensure that the organization maintains tax-exempt status.
11. Sign financial forms and instruments as necessary.
12. Ensure adequate diversification of deposits and investments.
13. Ensure the safety of principal, liquidity and a competitive rate of return on investments.
14. Serve on the executive committee.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
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POSITION DESCRIPTION: PARLIAMENTARIAN

TERM OF OFFICE:

Appointed by the President for as long as the President's term of office, 2 terms maximum.

PURPOSE:

To advise on governance issues, including nominations, articles of incorporation, By-Laws, rule of procedures, policies and Robert's Rules of Order, when requested.

QUALIFICATIONS:

- Demonstrate basic knowledge of the organization and parliamentary procedures.

KEY RESPONSIBILITIES:

1. Serve on the Executive committee.
2. Chair the Governance committee.
3. Maintain sufficient familiarity with the organization's policies to advise the board and chief executive on their implementation.
4. Review by-laws prior to the end of the term of office and recommend appropriate revisions.
5. Review all written policies regularly and recommend appropriate revisions, as needed.
6. Select individuals to assist with policies and by-laws reviews, as appropriate.
7. Advise members of the Board of Directors on appropriate procedures, as governed by the latest edition of *Robert's Rules of Order-Revised*.
8. Design and oversee the installation of new officers.
9. Attend and participate in orientation sessions for new board members.
10. Will preside over meetings in the absence of the President and Vice-president.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
OF MISSOURI (AEYC-MO)**

POSITION DESCRIPTION:

MIDWEST COUNCIL REPRESENTATIVE-ELECT

TERM OF OFFICE:

Appointed by the AEYC-MO President. Term begins with the AEYC-MO fall board meeting and ends the following May 31st. The commitment includes an additional three- year term as Midwest AEYC Council Representative, renewable for one additional three- year term.

KEY RESPONSIBILITIES:

1. Attend AEYC-MO Board meetings.
2. Participate in the Midwest Council monthly telephone calls.
3. Learn the responsibilities of the Midwest Council Representative position and become familiar with working of the AEYC-MO board and Midwest Council.

MIDWEST COUNCIL REPRESENTATIVE

Appointed by AEYC-MO President for three years, maximum two 3-year terms.

PURPOSE:

To serve as liaison between AEYC-MO and the Midwest AEYC Council.

QUALIFICATIONS:

- Membership in good standing in NAEYC, Midwest, Missouri and local chapter(s), as appropriate.
- Able to attend meetings of the Missouri AEYC board of directors, including the annual business meeting, and the meetings of the Midwest AEYC Council.

KEY RESPONSIBILITIES:

1. Serve as liaison between AEYC-MO and the Midwest AEYC Council.
2. Provide orientation to incoming representative prior to his/her first Council meeting, including providing Council membership list, meeting times, review of this job description, Council committees, minutes, financial reports, bylaws, and any current Council projects.
3. Follow state by-laws and policies and procedures when conducting board related business.
4. Follow Midwest by-laws and policies and procedures when conducting Council related business.
5. Provide written AEYC-MO reports to Council at each meeting to summarize:
 - Current events that impact early childhood education in Missouri (articles and information encouraged)
 - Projects and activities in Missouri

- Study topic(s) chosen by the Council at previous meeting(s)
 - Concerns of Missouri AEYC board of directors about Midwest Council activities
 - Other relevant areas topics related to early childhood education in Missouri
6. Ensure that Midwest AEYC Council has current roster of AEYC-MO board, and AEYC-MO board has Council roster.
 7. Share information on Midwest AEYC's purpose and current activities at orientation sessions for new state board members and state board meetings and in state newsletters. This information should include:
 - Midwest Council conference updates
 - Fall announcements-availability of Special Projects Grants
 - Advocacy
 - Scholarship/activities
 - Midwest reception at NAEYC conference
 - Stipend for NAEYC Leadership Development conference (when available)
 - Spring announcements-Shirley Dean award
 - Availability of Affiliate Leadership Grants to states
 - Closure of representative's term and transition to new representative
 8. Ensure that AEYC-MO staff or board has Midwest Council board roster for its inclusion in the state newsletter mailing.
 9. Assist Midwest Council in implementation of Council activities.
 10. Attend all Council meetings in entirety or notify Council President of reason for inability to attend. Meetings may be held twice per year, in the fall and in the spring at the annual conference site.
 11. Arrange for a substitute if unable to attend the Council meeting.
 12. Come prepared to all meetings, having read minutes, agendas and related materials, and having completed assigned activities for committee(s).
 13. Serve on appointed Council committees (2-3 members). Read and understand committee responsibilities and timelines. Implement committee activities according to established timelines.
 14. Present a workshop at the Midwest conference, as requested (the Advocacy, Diversity, and Leadership committees typically present).
 15. Assist host states in conference planning and/or activities, such as:
 - Celebration of States requests from planners
 - Door prize requests from planners
 - Promotion of conference within home state
 - Provide extended mailing labels to conference planners as requested
 - Attend all keynote sessions, thank you party, Celebration of States, some workshop presentations, annual business meeting, any other special requests from conference planners
 - Serve as Conference Liaison for Missouri (unless serving as conference coordinator for state).
 16. Implement duties of office according to the established timeline, if elected to a position on the Executive Committee of the Midwest Council.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
OF MISSOURI (AEYC-MO)**

POSITION DESCRIPTION: NAEYC AFFILIATE COUNCIL REPRESENTATIVE

AFFILIATE COUNCIL REPRESENTATIVE-ELECT

KEY RESPONSIBILITIES:

1. Attend AEYC-MO Board meetings.
2. Learn the responsibilities of the NAEYC Affiliate Council Representative position and become familiar with working of the AEYC-MO board and the NAEYC Affiliate Council.

TERM OF OFFICE:

Appointed by AEYC-MO President for three years; term officially begins with the spring Affiliate Council meeting. Newly appointed representative attends the meeting in the preceding fall, along with the current representative. Maximum two terms.

PURPOSE:

Serve as a representative of AEYC-MO and its local chapters on the NAEYC Affiliate Council, bringing ideas, issues, and concerns from Missouri to the national organization.

QUALIFICATIONS:

1. Current member of AEYC-MO and NAEYC.
2. Past service on the AEYC-MO Board of Directors as an active member.
3. Demonstrated high-quality leadership with commitment and contributions to the field.
4. Strong interpersonal skills with ability to objectively consider various perspectives to guide discussions and recommendations of the Affiliate Council.
5. The time available to provide effective leadership and service as an Affiliate Council member, including the commitment and flexibility to attend the two regularly scheduled Affiliate Council meetings each year.
6. Able to represent the “voice” and perspective of the entire state – a team player who knows what is happening in local areas and statewide.
7. Ability to be a spokesperson on behalf of the Affiliate Council and its mission, principles and activities.
8. Strong communication skills, including the ability to listen and to state ideas clearly.
9. Strong commitment to the transformation of the NAEYC Affiliate structure into a high-performing, inclusive organization.

GENERAL RESPONSIBILITIES:

1. Maintain membership in NAEYC, Midwest, state affiliate and local chapter, as applicable.
2. Attend quarterly AEYC-MO Board of Directors meetings and any special board sessions, such as planning retreats.
3. Assist AEYC-MO board in implementation of board activities.
4. Provide a voice for AEYC-MO on the NAEYC Affiliate Council.

SPECIFIC RESPONSIBILITIES:

1. Attend Affiliate Council meetings.
2. Represent to the Affiliate Council the voice of the whole AEYC-MO Affiliate.
3. Share information from AEYC-MO to the Council and from the Council to AEYC-MO in an effort to support an up-down-across communication process.
4. Be available to serve on Affiliate Council committees as well as take on special assignments related to Council activities.
5. Exercise leadership in identifying and cultivating future leaders to serve on the Affiliate Council and the NAEYC Governing Board.
6. Undertake other duties as determined by the Council.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
OF MISSOURI (AEYC-MO)**

POSITION DESCRIPTION: AFFILIATE CHAPTER REPRESENTATIVE

TERM OF OFFICE:

Two years, elected by affiliate chapter in even years, may be renewed for one term. One representative per affiliate chapter.

PURPOSE:

Promote and maintain continuous two-way communication between the affiliate chapter board and members and AEYC-MO.

GENERAL RESPONSIBILITIES:

1. Maintain membership in NAEYC, Midwest, state affiliate and local chapter, as applicable.
2. Attend quarterly AEYC-MO Board of Directors meetings and any special board sessions, such as planning retreats.
3. Serve on an AEYC-MO board committee.
4. Assist AEYC-MO board in implementation of board activities.

SPECIFIC RESPONSIBILITIES:

- A. Serve as liaison from the affiliate chapter to the AEYC-MO board:
 1. Provide written affiliate reports to the board at each meeting regarding progress on annual work plan.
 2. At each board meeting, provide the chief executive with a current, dated list of affiliate chapter board members.
 3. After each state board meeting, provide the affiliate chapter board leadership, newsletter chair and/or staff with a current, dated list of state board members.
 4. Share AEYC-MO's vision, mission, and current activities, including AEYC-MO conference updates, at affiliate chapter board meetings and in affiliate chapter newsletters.
 5. Orient replacement representative prior to her or his first board meeting – provide board membership list and meeting dates/times, review the job description, board committees, recent financial reports, By-Laws, and any current board projects.
- B. Assist AEYC-MO board in implementation of board activities:
 1. Attend all board meetings in entirety or notify chief executive of reason for inability to attend.
 2. Arrange for a substitute from among the affiliate chapter board members, if unable to attend a board meeting.

**ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
OF MISSOURI (AEYC-MO)**

**POSITION DESCRIPTION: AT-LARGE AFFILIATE CHAPTER REGION
REPRESENTATIVE**

TERM OF OFFICE:

Two years, appointed by vote of the state board, may be renewed for one term. One representative per affiliate chapter region, preferably from a community group within the region.

PURPOSE:

Represent another perspective from outside the affiliate chapter region's home city.

GENERAL RESPONSIBILITIES:

1. Maintain membership in NAEYC, Midwest, state affiliate and local chapter, as applicable.
2. Attend quarterly AEYC-MO Board of Directors meetings and any special board sessions, such as planning retreats.
3. Serve on an AEYC-MO board committee.
4. Assist AEYC-MO board in implementation of board activities.

SPECIFIC RESPONSIBILITIES:

- A. Serve as liaison from the affiliate chapter to the AEYC-MO board:
 1. Share AEYC-MO's vision, mission, and current activities, including AEYC-MO conference updates, with members at meetings and events within the affiliate chapter region.
 2. Orient replacement representative prior to her or his first board meeting – provide board membership list and meeting dates/times, review the job description, board committees, recent financial reports, By-Laws, and any current board projects.

- B. Assist AEYC-MO board in implementation of board activities:
 1. Attend all board meetings in entirety or notify chief executive of reason for inability to attend.
 2. When possible, arrange an (ex-officio) from among the affiliate chapter region's members, if unable to attend a board meeting.