



## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION: PRESIDENT**

**TERM OF OFFICE:** 2 years

**PURPOSE:** The Board President is the senior volunteer leader of Arizona AEYC 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.

**KEY RESPONSIBILITIES:**

- Provides leadership to the Board, which sets policy.
- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and events.
- Chairs the Annual Meeting and meetings of the Board after developing the agenda with the Board officers and committee chairs.
- Facilitates the Board's role in strategic planning.
- Oversees the preparation of reports, as necessary.
- Appoints the chairpersons of committees, in consultation with other Board members.
- Acts as official representative of Arizona AEYC.
- Serves as a liaison between Arizona AEYC and the community, promotes membership, and clarifies NAEYC and Arizona AEYC values, mission, and goals.
- Serves ex-officio as a member of committees and attends their meetings when necessary.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Review with the Chief Executive any issues of concern to the Board
- Monitors financial planning and financial reports.
- Plays a leading role in fund-raising activities.
- Informally evaluates the effectiveness of the Board Members.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities as assigned by the Board.

**QUALIFICATIONS:**

- Has a thorough understanding of NAEYC's structure and goals
- Is an active member of Arizona AEYC.



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## AzAEYC Governing Board Job Descriptions

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- Has a commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services and the responsibilities and relationship of paid and volunteer staff.
- Has knowledge of and influence in the early childhood community.
- Exhibits ability to understand concepts and articulate ideas.
- Demonstrates proven experience in a leadership role.
- Has had previous successful board experience.



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## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** PAST PRESIDENT

**TERM OF OFFICE:** 1 year

**PURPOSE:** The Past President is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Past President works to advance the mission, vision and values determined by the organization and to uphold the by-laws adopted the organization. The Past President oversees the on-going activities of the Nominations and Election Committee.

**KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and events.
- Oversees the Board Member Nominations committee
- Serves on the public policy, finance, and other committees as appropriate.

**QUALIFICATIONS:**

- Active member of Arizona AEYC.
- A commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of and influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven experience in a leadership role.
- Successful board experience.



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## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** PRESIDENT-ELECT

**TERM OF OFFICE:** 1 year, to be elected in odd-numbered years

**PURPOSE:** The President-Elect is a voting member of the Arizona AEYC Governing board and a member of the Executive Committee. The President-Elect provides continuity to the Arizona AEYC leadership and governance.

**KEY RESPONSIBILITIES:**

- Prepares to assume the office of President.
- Fills the office of President should that office become vacant, and subsequently fills the office of Board President for a regular term as is entitled to the President-Elect.
- Assists the Board President in the execution of his or her duties.
- Coordinates the liaison activities between the Board and local affiliate chapters.
- Serves on the public policy, finance, and other committees as appropriate.
- Provides a report at each Board meeting of activities since the previous board meeting.
- Performs any other duties as assigned by the President.

**QUALIFICATIONS:**

- Active member of Arizona AEYC.
- A commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of and influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven experience in a leadership role.
- Successful board experience.



## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** VICE PRESIDENT OF MEMBERSHIP AND COMMUNICATION

**TERM OF OFFICE:** 2 years, with election in even-numbered years

**PURPOSE:** The Vice President of Membership and Communication is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Vice President of Membership and Communication works to advance the mission, vision and values determined by the organization and to uphold the by-laws adopted the organization. The Vice President of Membership and Communication oversees the on-going activities of the Membership Committee.

### **KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and events.
- Performs duties of the Arizona AEYC President and/or President-Elect in absence.
- Acts as parliamentarian at the Arizona AEYC Governing Board meetings.
- Assists the President in the execution of duties.
- Facilitates communication between local affiliates and assists with their development and management.
- Serves as liaison between Arizona AEYC and the community, promotes membership and clarifies NAEYC and Arizona AEYC values, mission and goals.
- Submits committee summary reports monthly and report on committee activities and recommendations at Governing Board meetings.
- Ensures activities are in place to provide communication with all members effectively.
- Serves as chair of the Membership Committee and assists Conference and Nominations Committees.

### **QUALIFICATIONS:**

- Active member of Arizona AEYC and Governing Board.
- A commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services, and the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven leadership skills.



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## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** VICE PRESIDENT OF POLICY AND ADVOCACY

**TERM OF OFFICE:** 2 years, with election in even-numbered years.

**PURPOSE:** The Vice President of Policy and Advocacy is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Vice President of Policy and Advocacy works to advance the mission, vision, and values determined by the organization and to uphold the by-laws adopted by the organization. The Vice President of Policy and Advocacy monitors all legislative and administrative policies that affect young children, their families, and early childhood educators. The Vice President of Policy and Advocacy oversees Arizona AEYC community events.

### **KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and events.
- Serve as official Arizona AEYC representative regarding public policy issues, and promotes Arizona AEYC policy positions.
- Establishes and maintains productive liaison contact with public policy officials and allied groups.
- Maintains regular communication/liaison with the Board and Affiliates.
- Disseminates information on public policy through the Arizona AEYC newsletter, news releases, and other means of communication to members and affiliates.
- Stimulates advocacy: teaches members and allied groups skills to proactively influence public policy.
- Is informed and engaged in public policy (legislative, regulatory) activities including coalition efforts at the state level and through NAEYC at the federal level.
- Keeps membership up-to-date on public policy priorities for issues related to children 0-8 and the field of early care and education.
- Provides technical assistance and training on advocacy and public policy at Governing Board Meetings.
- Provides public policy information/education at conferences, in newsletters, and through other member communications.

### **QUALIFICATIONS:**

- Active membership in Arizona AEYC.
- Interest and successful experience in public policy arena.
- A commitment to Arizona AEYC and its values
- Knowledge of an influence in the early childhood community.



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## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

**TERM OF OFFICE:** 2 years, with election in odd-numbered years

**PURPOSE:** The Vice President of Professional Development is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Vice President of Professional Development works to advance the mission, vision and values determined by the organization and to uphold the by-laws adopted the organization.

### **KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and NAEYC events.
- Participates in committee work with community partners.
- Coordinates AzAEYC presence at Articulation Task Force Meetings.
- Identifies and promotes other state affiliate professional development work via the website and newsletter.
- Coordinates with the AzAEYC Accreditation Chair for NAEYC's Week of the Young Child.
- Chairs the Ad Hoc Scholarship Committee.

### **QUALIFICATIONS:**

- Active membership in Arizona AEYC.
- A commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services, and the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven leadership skills.
- Successful board experience.



## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** TREASURER

**TERM OF OFFICE:** 2 years with election in odd-numbered years

**PURPOSE:** The Treasurer is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Treasurer works to advance the mission, vision and values determined by the organization and to uphold the by-laws adopted by the organization. The Treasurer maintains the financial integrity of the Arizona AEYC.

**KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and events.
- Serves on the public policy, finance, and other committees as appropriate.
- Serves as a financial officer of the organization and as chair of the Finance Committee.
- Manages, with the Finance Committee, the board's review of and action related to the board's financial responsibilities.
- Works with the President to ensure that appropriate financial reports are made available to the Board on a timely basis.
- Reviews the annual audit and answers Board Members' questions about the audit.
- Ensures development and Board review of financial policies and procedures.
- Monitors the receipt of all money due to and held by the organization.
- Ensures that all funds are properly deposited in organization's designated bank account.
- Ensures that the organization maintains tax-exempt status.
- Signs financial forms and instruments as necessary.

**QUALIFICATIONS:**

- Active membership in Arizona AEYC.
- A commitment to Arizona AEYC and its values, mission, goals, organization and services.
- Ability to understand concepts and articulate ideas.
- Understanding of financial accounting or ability to understand finances for a nonprofit.





## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** SECRETARY

**TERM OF OFFICE:** 2 years, with election in even-numbered years

**PURPOSE:** The Secretary is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Secretary works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization. The Secretary maintains official records of the Arizona AEYC.

**KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and events.
- Prepares and provides written minutes of Board and Executive Committee meetings to its members in a timely manner.
- Files approved minutes and maintains the official list of Board members.
- Participates in fund-raising activities.
- Performs any other duties as assigned by Board President

**QUALIFICATIONS:**

- Active member of Arizona AEYC.
- A commitment to Arizona AEYC and its values, mission, goals, organization and services.
- Knowledge of the early childhood community.
- Ability to understand concepts and articulate ideas.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS determination letter, etc.) to note applicability during meetings.
- Ability to record and maintain minutes and written documentation.
- Access to computer and printer.



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## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** MEMBER-AT-LARGE

**TERM OF OFFICE:** 2 years

**PURPOSE:** The Member-at-Large is a voting member of the Arizona AEYC Governing Board. The Member-at-Large works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization. The Member-at-Large actively participates in a committee of choice.

**KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and events
- Participates in fund-raising activities
- Performs any other duties as assigned by Board President
- Participates in a committee of Arizona AEYC during both years of term
- Volunteers for various board projects, training events and assignments as needed
- Promotes Arizona AEYC initiatives and projects in the community

**QUALIFICATIONS:**

- Active membership in Arizona AEYC
- A commitment to Arizona AEYC and its values, mission, goals, organization and services
- Knowledge of the early childhood community



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## AzAEYC Governing Board Job Descriptions

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**JOB DESCRIPTION:** MEMBER-AT-LARGE, STUDENT REPRESENTATIVE

**TERM OF OFFICE:** 2 years

**PURPOSE:** The Student Representative is a voting member of the Arizona AEYC Governing Board. The Student Representative works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization. The Student Representative actively participates in a committee of choice.

**KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 75% attendance and participates in Arizona AEYC activities and events
- Participates in fund-raising activities
- Performs any other duties as assigned by Board President
- Participates in committees of Arizona AEYC during both years of term
- Volunteers for various board projects, training events and assignments as needed

**QUALIFICATIONS:**

- Active membership in Arizona AEYC
- A commitment to Arizona AEYC and its values, mission, goals, organization and services
- Current and active student enrolled in an early childhood degree program or a degree program in a closely related field of study