

JOB DESCRIPTION: PRESIDENT-ELECT (then President 1/1/26-12/31/27)

TERM OF OFFICE: 1 year, to be elected in even-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 will serve as a key leader within Arizona AEYC, preparing to assume the presidency and ensuring the organization's mission, vision and strategic goals are effectively advanced.

This position involves working closely with the current President, the Board of Directors, Affiliate Chapters and the membership to enhance organizational initiatives and foster member engagement. The President-Elect serves on the public policy, finance, and other committees as appropriate.

KEY RESPONSIBILITIES:

- Leadership Support: Assist the President in overseeing the organization's operations and strategic direction. Step in for the President as needed and represent the organization at events, meetings, and public engagements.
- Board Collaboration: Collaborate with the Board of Directors on policy development, governance, and strategic planning. Participate in board meetings, committees and workgroups to understand organizational priorities.
- Membership Engagement: Promote member engagement by developing initiatives that address member needs and enhance their experience. Foster communication between the Board of Directors, members, and affiliate chapters encouraging feedback and participation.
- Strategic Planning: Contribute to the development and implementation of the organization's strategic plan, ensuring alignment with the mission. Assist in identifying opportunities for growth and improvement within the organization.
- Event Participation: Play an active role in organizing and participating in member events, workshops, and fundraising activities. Support outreach efforts to engage new members and retain existing ones.
- Transition Planning: Prepare for the transition to the presidency by developing a deep understanding of organizational operations, programs, and challenges. Work closely with the current President to ensure a smooth and effective leadership transition.
- Fills the office of President should that office become vacant.
- Performs other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/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
- Prior successful board experience