

Anchorage Association for the Education of Young Children

Job Descriptions, Roles & Responsibilities

JOB DESCRIPTION

Governing Board Member

Purpose: To act as a voting member of the board with full authority and responsibility to develop policies, procedures and regulations for the operation of the organization; to monitor the organization's financial health, programs and overall performance; and to provide the staff with the resources to meet the needs of those the organization serves.

Full Board's Duties & Responsibilities:

1. Serve on and participate in the Governing Board.
2. Establish policy.
3. Hire and terminate administrative staff.
4. Secure adequate funding for the organization's activities.
5. Support Anchorage AEYC with financial contributions at a personally meaningful level.
6. Adopt key operating policies and procedures; approve contracts as appropriate.
7. Review and approve Anchorage AEYC's budget annually, regularly monitor the budget, and carry out other fiduciary responsibilities.
8. Create and update a long-range plan for the organization.
9. Attend and participate in board, committee, membership meetings, Anchorage AEYC annual conference, WOYC activities and other events.
10. Orientation and passing on the files to new board members and training of Robert's Rule of Order.

Individual Board Member's Duties:

1. Attend all board meetings and activities, including special events and board retreats.
2. Become knowledgeable about the organization by reading by-laws, affiliate newsletters, and *Young Children* and/or *Teaching Young Children* publications.
3. Come to board meetings well prepared and well informed about issues on the agenda.
 - a. Review agendas and supporting materials prior to board and committee meetings.
 - b. Contribute to meetings by expressing your point of view.
 - c. Represent organization to individuals, the public and other organizations with one voice.
4. Consider other points of view, make constructive suggestions and help the board make decisions that benefit those who the organization serves.
5. Chair at least one committee. Size of committee shall be determined by chair.
 - a. Committees will be composed of:
 - i. Board member
 - ii. Three (3) Anchorage AEYC members who have indicated an interest in serving on a particular committee; and may include
 - iii. Resource persons from the community who agree to serve on the committee.
 - b. Submit board report to Administrative staff one week in advance of board meeting.
6. Assume board leadership roles when asked.
7. All board members must sign up for NAEYC's Children's Champion e-alerts at <http://www.naeyc.org/policy/>.
8. Keep the board and administrative staff informed about any concerns the community has.
9. Out-going chairperson as to his or her responsibilities will orientate each new chairperson. Out-going chairperson shall pass on Board notebook with history of committee.

Qualifications:

1. Membership in Anchorage AEYC
2. Commitment to Anchorage AEYC and its values.
3. Understanding of Anchorage AEYC's objectives, organization, and services.
4. Ability to understand concepts and communicate effectively.

JOB DESCRIPTION

President

Purpose: To supervise board members as the principal elected officer of the board.

The President shall:

1. Serve one year as President-Elect, two years as President, and one year as President Emeritus.
2. Serve as the official representative of the Association, preside at official meetings of the organization, and provide leadership and guidance of the organization throughout the years of office.
3. Preside at all Board meetings, at the annual business meeting and all meetings when the Association meets as a body including the annual conference.
4. Upon installation insure that each officer and chairperson, etc. is informed of the duties and responsibilities of that job and how the job related with all other Anchorage AEYC jobs and that each committee has developed an appropriate plan of work for the year.
5. Create and appoint task forces as needed. The President shall appoint task force members and chairs with recommendations from the Board.
6. Serve as ex-officio member of all committees.
7. With the approval of the Board appoint persons to fill all vacancies, which might occur within appointed committees.
8. Notify newly elected persons.
9. Serves as representative to local, state and national early childhood professional organizations as requested.
10. Participants in NAEYC Leadership teleconference or is advised by Administrative Staff of pertinent information from call that needs to be brought to the attention of the governing board.
11. Perform other duties as deemed beneficial to the Association.
12. Sign checks for the Association as one of the authorized signers.
13. Submit a report for the annual business meeting of the Association.
14. Maintain a file of the work of this position and pass it on to the incoming President. The file shall be cumulative. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

JOB DESCRIPTION

President-Elect

Purpose: The President-elect of the board is a "president in training." They become the President in the event the Board President resigns or the position of President otherwise becomes vacant. They then serve the former President's unexpired term, as well as the full term they were elected to.

The President-Elect shall:

1. Serve a one year term prior to the office of President
2. Attend all Board and Association business meetings.
3. Act as advisor to the Board.
4. In the absence of the President or President Emeritus, the President-Elect shall perform all duties of the office.
5. Learn more fully about the role of the Association, the President and the Board.
6. Act as the Co-Chair of the annual Conference.
7. Act as the chair of the Nominations Committee. (See job description under Nomination Committee)
8. Oversee the annual strategic planning process with the assistance of the Professional Development Committee.
9. Sees that the board performs an annual self-evaluation.
10. Perform other duties as deemed beneficial to the Association.
11. Submit a report for the annual business meeting of the Association.
12. Oversees board development with assistance from the membership chair to include:

- a. Forecast characteristics of new board members needed over the next 3-5 years;
 - b. Develop an inventory of potential candidates and nurture their interest in Anchorage AEYC;
 - c. Identify/recruit new members, who would further the organization's goals and mission
13. Serve as the Affiliate Representative on the Alaska AEYC Board. If unable to fulfill commitment will appoint another board member to take place.
 14. Maintain a file of the work of this position. The file shall be cumulative. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

JOB DESCRIPTION

President Emeritus (Past President)

Purpose: The President Emeritus acts as an advisor to the President and board.

The Past President shall:

1. Serve a one-year term after the office of President.
2. Attend all Board and Association business meetings.
3. Act as mentor to the Board.
4. In the absence of the President or the President-Elect, the President Emeritus shall perform all duties of the office.
5. Perform other duties as deemed beneficial to the Association.
6. Act as the chair of the Nominations Committee. (See job description under Nomination Committee)
7. Oversee the annual strategic planning process with the assistance of the Professional Development Committee.
8. Sees that the board performs an annual self-evaluation.
9. Submit a report for the annual business meeting of the Association.
10. Serve as the Affiliate Representative on the Alaska AEYC Board. If unable to fulfill commitment will appoint another board member to take place.
11. Maintain a file of the work of this position. The file shall be cumulative. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

JOB DESCRIPTION

Secretary

Purpose: To maintain all board records and ensure their accuracy and safety.

The Secretary shall:

1. Serve a two-year term.
2. Attend all Board, Executive Committee and Association business meetings.
3. Handle any correspondence for the Association. This could include letters of congratulations, condolences, etc.
 - a. Edits outside correspondence
 - b. Acknowledges new Accredited programs, new CDA recipients, etc.
4. Plan all publicity and promotion in support of the organization. With the exception of publicity for the conference committee which has its own publicity chair.
 - a. Maintains a list of Public Service Announcements (PSA) contacts, etc.
5. Provide potential nominees who express interest in serving on the Board with a copy of job descriptions for open offices.
6. Support Administrative Staff.
 - a. Make recommendations to the full board on hiring a new Administrative Staff.
 - b. Conduct the Administrative Staff annual performance review.
 - c. Secretary shall work closely with the Administrative Staff to:
 - i. Maintain the website and other electronic communications.
 - ii. Check Anchorage AEYC Post Office box and distribute incoming mail as necessary.
7. Submit a report for the annual business meeting of the Association.

8. Maintain a file of the work of this position. The file shall be cumulative. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

In the absence of Administrative Staff:

1. Ascertain that every office and committee chairperson has received an updated copy of the Policies, Bylaws, file for the position and any other documents pertaining to that position.
2. Be responsible for placement in the archives of all papers pertaining to Anchorage AEYC from all officers and chairpersons for that term.
3. Record the minutes of all meetings of the Board and the Association business meetings and e-mail a copy of these minutes within one week before the next meeting.
4. Present the minutes of each meeting to the group for approval or additions and corrections. The Secretary shall provide a copy of all minutes for the archives with any additions or corrections.

JOB DESCRIPTION

Treasurer

Purpose: To help ensure the fiscal integrity of the organization by providing oversight of its financial activities and ensuring the accuracy of all financial records.

The Treasurer shall:

1. Serve a two-year term.
2. Attend all Board and Association business meetings.
3. Review monthly expenditures and income of the Association.
4. Responsible for developing and implementation of accounting policy and procedures.
5. Review annually expenditures and income of the Association.
6. Sign checks for the Association as one of the authorized signers.
7. With the Finance Committee, submit a proposed budget to the Executive Committee and Board for approval prior to the beginning of the fiscal year.
8. All financial reports are submitted to individual/agency responsible for preparing IRS taxes 60 days after end of fiscal year.
9. Arrange for annual self-audit of Association financial records.
10. Review system annually for maintaining financial records and makes recommendations for change to the Financial Committee for evaluation and Board approval.
11. Present financial reports to the Board.
12. Chair the Financial Committee.
13. Make recommendations to the full board for authorization of non-budgetary expenditures with the assistance of the Finance Committee.
14. Review and recommend approval of the organization's operating budget.
15. Submit a report for the annual business meeting of the Association.
16. Maintain a file of the work of this position. The file shall be cumulative. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

COMMITTEE ROLES AND RESPONSIBILITIES

Program Quality: Outreach, Support & Accreditation Committee

Purpose: To generate enthusiasm and awareness of national accreditation for early care and education programs, and to identify means of supporting programs entering into accreditation process.

1. The committee will:
 - a. Coordinate public education efforts around NAEYC Accreditation.
 - b. Set overall goals and strategies in line with NAEYC and Alaska AEYC.
 - c. Coordinate public education efforts around NAEYC Accreditation.
2. Chair's responsibilities:
 - a. Is a member of the Alaska AEYC Accreditation committee.
 - b. Participate in NAEYC monthly Accreditation teleconferences and keeps board informed of pertinent information from call.
 - c. Will contact administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.
 - d. Responsible for facilitating presentation or promotional activity that highlights the Accreditation committee goals and/or task during each Week of the Young Child and annual conference events.
 - e. Submit monthly and yearly reports of committee activities to the Board
 - f. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Conference Committee

Purpose: The purpose of the committee is to plan and implement the annual early childhood conference.

1. The members of the Conference Committee shall include the President-Elect as the chair, conference coordinators and other Anchorage AEYC members whose responsibility shall be to oversee the conference.
2. Submit a report at the annual retreat.
3. Chair's responsibilities:
 - a. Submit monthly and yearly reports of committee activities to the Board.
 - b. Work with the conference coordinators in planning and overseeing the timeline of the conference.
 - c. Facilitate at the conference monthly meetings and at the general sessions during the conference.
 - d. Work along with a co-chair who will become the chair the following year.
 - e. Responsible for facilitating presentation or promotional activity that highlights the conference committee goals and/or task during each Week of the Young Child and annual conference events.
 - f. Contact administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.

Development Committee

Purpose: Assist the organization establish and maintain relationships with organizations and individuals that are sympathetic to and/or share our mission

1. The Development Committee will consist of at least three members including at least one Board member.
2. Responsibilities include:
 - a. Develop and maintain a database of current and prospective contacts.
 - i. The data collected will consist of at a minimum:

1. Name, address, telephone number(s), organization affiliations, giving history, and giving priorities
2. Organizational contacts will include guidelines and timelines for solicitations.
- b. Develop and update the annual 12-month Development Plan to include fundraising goals, prospective contacts, event timelines, and donor appreciation. Particular attention will be paid to the schedule and frequency by which a donor is thanked and acknowledged
- c. Ensure all gifts to the organization are logged and Thank You notes delivered within 2 business days.
- d. Coordinate personal contacts through board members and facilitate relationship-circle discussions at least once per year for the board of directors
- e. Coordinate and ensure annual 100% financial giving by the board members
- f. Coordinate all solicitation campaigns with the corresponding state and local affiliates.
- g. Ensure all donation and fundraising records are maintained in compliance with IRS 501 (c)3 requirements
- h. Develop and maintain AAIEYC fundraising policies and procedures to incorporate the IRS requirements referenced above and these committee responsibilities.
3. Chair's responsibilities:
 - a. YEAR 1: research and secure a database structure appropriate to the needs of AAIEYC
 - b. Maintain a primary and a back-up copy of the donor database. The donor database is to be locked with a password.
 - i. The password is to be maintained by the committee chair, the board president, and the administrative staff
 - c. Contacts administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.
 - d. Responsible for facilitating presentation or promotional activity that highlights the Development committee goals and/or task during each Week of the Young Child and annual conference events.
 - e. Submit monthly and yearly reports of committee activities to the Board
 - f. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Finance Committee

Purpose: Oversee the financial operation of the organization and engage in future financial planning

1. The Finance Committee will consist of at least three members including President, Treasurer and a Board member.
2. Responsibilities include:
 - a. Formulate long-range financial plans.
 - b. Prepare the annual budget for the Board approval. Prepare budget revisions during the year as needed for Board approval.
 - c. Ensure all fiscal reports, taxes and grant accounting reports are filed, as required.
 - d. Review monthly financial reports, and ensure all revenues and expenditures are accounted for using accepted accounting procedures.
 - e. Provide guidance to committees and grant managers on budget preparations, fiscal and accounting procedures.
 - f. Arrange annual compilation and fiscal review.
4. Chair's responsibilities:
 - a. Participates in NAEYC Public Policy teleconferences and submits to board any pertinent information.
 - b. Submit monthly and yearly reports of committee activities to the Board
 - c. Contacts administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.

- d. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Historian

Purpose: Keep a written and pictorial record of the significant activities for the year.

1. Pictorial records shall be displayed during annual conference and membership meetings.
 - a. Submit photos/articles to Anchorage AEYC Newsletter.
2. Chair's Responsibilities:
 - a. Submit monthly and yearly reports of committee activities to the Board.
 - b. Contact administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.
 - c. Responsible for facilitating presentation or promotional activity that highlights the Historian committee goals and/or task during each Week of the Young Child and annual conference events.
 - d. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Membership Coordinator

1. Assist the Administrative staff & Professional Development Chairs by helping them plan a year-round calendar of membership activities.
2. Assist the Administrative Assistants in planning and developing marketing efforts that support the organization's services and programs.
3. Serve as the organization's representative to explain the organization's services and/or programs to groups in the community.
4. Assist President-Elect in overseeing board development to include:
 - a. Forecast characteristics of new board members needed over the next 3-5 years
 - b. Develop an inventory of potential candidates and nurture their interest in Anchorage AEYC
 - c. Identify/recruit new members, who would further the organization's goals and mission
5. Chair's responsibilities:
 - a. Is a member of the Alaska AEYC Membership Coordinator Committee.
 - b. Submit monthly and yearly reports of committee activities to the Board
 - c. Maintain training informational materials from all membership meetings.
 - d. Contacts administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.
 - e. Responsible for facilitating presentation or promotional activity that highlights the membership committee goals and/or task during each Week of the Young Child and annual conference events.
 - f. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Nominations and Elections Committee

Purpose: Prepare a slate of potential candidates for approval by the Board.

1. Members of the Nominations and Elections Committee shall include the President elect or President Emeritus who shall serve as chairperson and at least two other members of the Board. Make up of the committee shall reflect the membership of Anchorage AEYC.
2. Specific tasks of the committee shall include, but not limited to the following:
 - a. Develops slate in January.

- b. Elicits names of potential nominees from the Board.
 - c. Solicit names of potential nominees from the membership through the newsletter and memberships meetings.
 - d. Contact potential nominees to inquire about their interest in serving the association.
 - e. Presents the prepared slate to the Board at February board meeting.
 - f. Once approved by the Board, the slate of candidates, biographical information on each, and the ballot is prepared for publication.
 - g. At the close of the voting period the Nominations and Elections Committee shall count the ballots and report the results to the President who will then notify the candidates of the election results.
 - h. Write a report of procedures followed in nominating members for office.
 - i. Maintain a file of the work of the committee, within the bounds of confidentiality, and pass it on to the Membership Coordinator at the close of the elections.
3. Chair's responsibilities:
- a. Submit monthly and yearly reports of committee activities to the Board
 - b. Contacts administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.
 - c. Responsible for facilitating presentation or promotional activity that highlights the Nominations and Elections committee goals and/or task during each Week of the Young Child and annual conference events.
 - d. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Professional Development Committee

Purpose: The purpose of the Professional Development Committee is to:

- work with Membership Coordinator and relevant outside organizations in developing, implementing and coordinating programs that provide members with opportunities for information, education and training in the areas of education and care of young children, families, operation of the association, leadership opportunities and the profession.
 - Coordinate Board training at each board meeting
1. Specific functions of the committee will include, but not be limited to the following development activities:
 - a. Training Materials: Develop packets of training materials on various topics, review and update as necessary
 - b. Maintain training materials from annual membership meetings.
 2. Chair's responsibilities:
 - a. Anchorage AEYC Professional Development Committee Chair also sits on the AK AEYC Professional Development Committee.
 - b. Submit monthly and yearly reports of committee activities to the Board
 - c. Contacts administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.
 - d. Responsible for facilitating presentation or promotional activity that highlights the Professional Development committee goals and/or task during each Week of the Young Child and annual conference events.
 - e. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Public Policy Committee

1. The Public Policy Committee coordinates advocacy and outreach activities on behalf of the Anchorage AEYC Membership.
2. Keep Public Policy Program (public policy positions) up to date and to work with the board on changes and additions to the policy program annually and as needed during a legislative session.
3. Be informed and engaged in public policy activities (legislative, regulatory), including coalition efforts, at the state level and through NAEYC at the federal level.
 - a. Review requests for endorsements and position statements and make recommendations to the Anchorage AEYC Board of Directors.
4. Implementing Alaska AEYC's public policy priorities for issues related to children ages 0-8 and the field, in the context of the political climate and legislative/regulatory schedule of the state in the interest of membership.
5. Ensure communication with the Affiliate Board, local affiliates, membership and NAEYC on a regular basis through email updates and alerts.
 - a. Conduct letter writing campaigns or other media outreach efforts to bring attention to early care & education issues
6. Provide technical assistance and training on advocacy and public policy at affiliate meetings.
7. Maintain regular communication/liaison with the Board and Affiliate staff.
8. Provide public policy information/training at conferences, in newsletters, and other member communications
9. Chair's responsibilities:
 - a. Participates in NAEYC Public Policy teleconferences and submits to board any pertinent information.
 - b. Sits on the AK AEYC Professional Development Committee.
 - c. Submit monthly and yearly reports of committee activities to the Board
 - d. Contacts administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.
 - e. Responsible for facilitating presentation or promotional activity that highlights the Public Policy committee goals and/or task during each Week of the Young Child and annual conference events.
 - f. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Week of Young Child Task Force

1. The members of the Conference committee shall include the chair, Anchorage AEYC members and resource persons from the community who agree to serve on the committee whose responsibility shall be to oversee the Conference.
2. The purpose of the committee is to plan and implement community activities during Week of the Young Child.
3. Submit a report at the annual retreat.
4. Chair's responsibilities:
 - a. Submit monthly and yearly reports of task force activities to the Board.
 - b. Facilitate at the Week of the Young Child meetings.
 - c. Contact administrators before sending out flyers, PSA's, press releases, newspaper articles or doing interviews. All flyers, PSA's and press releases will be given to administrators for distribution.
 - d. Responsible for facilitating presentation or promotional activity that highlights the Week of the Young Child Task Force goals and/or task during each Week of the Young Child and annual conference events.
 - e. Maintain a file of the committee work and pass it on to the incoming chairperson. Orientation and passing on of the file shall take place prior to the first Board meeting following elections.

Administrative Staff

Communications:

1. Participates in NAEYC Leadership teleconferences and brings pertinent information to the attention of the President and governing board.
2. Receive phone and mail contact (other than membership) for the organization.
3. Respond and/or distribute the information to others as needed within two weeks.
4. Respond to requests for information about Anchorage AEYC from other organizations or agencies.
5. Setup phone at each board meeting for board members to teleconference into meeting.
6. Compile newsletter for emailing out to members and including on Anchorage AEYC website 4 times a year. Conference mailings will be emailed or mailed as necessary.
7. Provide electronic mailing list to others, upon approval of the Board and reasonable timelines.
8. Maintain database of Conference registrants, presenters and exhibitors.

Financial:

1. Work with Treasurer and implementing procedures for:
 - a. Conference registration;
 - b. Conference exhibitor fees;
 - c. Records and deposits.
2. Work with Treasurer and develop procedures for approved expenditures for Anchorage AEYC and Anchorage AEYC Conference.
3. Work with Treasurer and develop monthly financial reports for the Anchorage AEYC Board.
4. With Conference Co-Chairs, develop Conference budget for Conference Committee recommendation and Board approval
5. File with the Alaska Department of Commerce and Economic Development new officers when filing biannual report.
6. Work with the Treasurer for filing with IRS.

Other Duties:

1. Attend all Board and Conference meetings.
2. Maintain copies of Articles of Incorporation, Bylaws, Policies Manual and Conference Manual.
3. Prepare an Administrators report that covers significant work during the month and issues for Board action.
4. Email board agenda, minutes and other related Board materials week of board meeting.
5. Represent Anchorage AEYC, with assistance from governing board members, by setting up and selling publications, promoting membership and meeting with other interested groups when requested by the Board and when not in conflict with other Contractor work schedule.
6. Prepare an annual written report on various activities.
7. Ascertain that every office and committee chairperson has received an updated copy of the Policies, Bylaws, file for the position and any other documents pertaining to that position.
8. Be responsible for placement in the archives of all papers pertaining to Anchorage AEYC from all officers and chairpersons for that term.

Newsletter Contractor:

The Newsletter Contractor shall:

- a. Solicit and receive news items from Anchorage AEYC officers, committee chairs, and membership to include but not be limited to:
 - ii. Announcement of Association activities, services, events;
 - iii. Announcements of other affiliate activities, Education of members relating to current issues and events and;
 - iv. Articles-which empower members to become advocates for children.
 - v. News from Alaska AEYC and NAEYC
- b. Determine the content of each newsletter to reflect the Association's priorities as outlined in the Policies and Board minutes.
- c. Recommend publication dates for Board approval, which coordinate with the schedule of Association business.
- d. Develop a consistent format for the newsletter.
- e. Keep a current and updated file of the Board profiles to be used in the newsletter.
- f. Acquire pictures to be used in the newsletter.
- g. Email to membership and include on Anchorage AEYC website a minimum of four (4) newsletters per year.
- h. Establish and review editorial policies annually.
- i. Submit a report at the annual retreat.