

Michigan Association for the Education of Young Children Governing Board Job Descriptions

MiAIEYC GOVERNING BOARD MEMBERS

Governing Board members accept a commitment, personal and professional, to MiAIEYC's purpose: "To serve and act on behalf of the needs, rights and well-being of all young children," and accept shared responsibilities for the oversight of the management, public policy and development of the MiAIEYC organization. All Officers, Members at Large, Affiliate Representatives, and Standing Committee Chairs are voting members of the Governing Board. They must be willing and able to:

1. Serve on a voluntary basis.
2. Attend all scheduled Governing Board meetings, the annual business meeting and the annual conference.
3. Serve as a liaison between the membership and the Governing Board, reflecting in both directions for mutual benefit and the development of MiAIEYC priorities.
4. Serve on Governing Board committees as a special resource in their areas of strength.
5. Understand the policy role of a nonprofit Governing Board member.
6. Become familiar with MiAIEYC's administrative structure.
7. Demonstrate awareness of critical issues in early childhood education as well as explore potential solutions within the human and financial resources available to MiAIEYC.
8. Devote time and attention between regular Governing Board meetings to the study of data and materials necessary for decision making and communicating.
9. Support and interpret MiAIEYC to other professionals and the community at-large.
10. Accept fiduciary and legal responsibility for the actions of MiAIEYC as specified in the Articles of Incorporation.
11. Submit written reports to the Governing Board regarding their activities.
12. Submit budget requests for MiAIEYC activities as appropriate.
13. Pass on all pertinent information to successor upon completion of term on Board.

Qualifications for Governing Board Members

1. A member of MiAIEYC.
2. A commitment to MiAIEYC and its mission, vision and values, an understanding of MiAIEYC's objectives, organization and services, and the responsibilities and relationship of paid and volunteer staff.
3. Knowledge of and connections in the early childhood community.

EXECUTIVE COMMITTEE

The Executive Committee shall:

1. Consist of the Officers of the organization.
2. Convene at the request of the President or written request of any 3 members of the Executive Committee.
3. Act on behalf of the Governing Board between regularly scheduled Governing Board meetings.
4. Complete a report of each meeting and make it available to the Governing Board.

PRESIDENT

The President of MiAEYC is charged with guiding the organization in its policy-making and management functions and shall:

1. Represent MiAEYC in public arenas.
2. Call, organize, and preside at all meetings of the Governing Board and the Executive Committee.
3. Organize and preside at the annual business meeting held during the annual conference.
4. Appoint standing, subcommittee and ad hoc committee chairpersons and secure Governing Board approval at the first meeting following the annual election.
5. Supervise the preparation of the annual report.
6. Coordinate the activities of all Governing Board committees.
7. Represent MiAEYC at meetings of affiliated and allied organizations.
8. Supervise the communication of Governing Board actions to the membership.
9. Work with the Executive Director to develop the agenda for Governing Board meetings and the annual business meeting.
10. Develop an agenda for the annual Governing Board retreat.
11. Serve on the Finance Committee.
12. Serve as ex officio on all other standing and ad hoc committees.
13. Supervise the Executive Director.
14. Coordinate and prepare the annual NAEYC report.
15. Play a role in fundraising activities.

PRESIDENT-ELECT

Elected in odd numbered years

The President-elect shall:

1. Serve on the Executive, Finance, Public Policy and other committees as necessary.
2. Prepare to assume the office of president.
3. Confer with the president on all proposed or adopted action that requires continued implementation during both terms of office as president.
4. Review and update Governing Board policies and recommend changes to the Governing Board.
5. Provide a report at each Governing Board meeting.
6. Perform other duties as assigned by the president.

VICE PRESIDENT

Elected in even numbered years

The Vice President shall:

1. Assume the presidency in the event of vacancy.
2. Preside at Governing Board meetings in the absence of the president.
3. Review and update bylaws and recommend changes to the Governing Board.
4. Organize the annual retreat with program direction from the president.
5. Coordinate with committees the review and update of the MiAEYC Governing Board Handbook.
6. Assist the president with affiliate chapter and local chapter activities.
7. Act as parliamentarian at Governing Board meetings.
8. Represent MiAEYC at the request of the president.
10. Perform other duties as assigned by the president.

VICE PRESIDENT FOR MEMBERSHIP

Elected in odd numbered years

The Vice President for Membership is charged with guiding the organization in securing new and maintaining current members. The Vice President for Membership shall:

1. Oversee the preparation and distribution of membership information and applications.
2. Oversee the membership services performed by the state office.
3. Facilitate affiliate formation and visit prospective affiliate chapter and local chapter groups when appropriate.
4. Analyze the geographical distribution of members to determine the need for creation of new affiliate groups.
5. Perform other duties as assigned by the president.

SECRETARY

Elected in even numbered years

The Secretary is charged with maintaining the official records of MiAEYC. The Secretary shall:

1. Record the business of all meetings of the Governing Board.
2. Oversee the official archives in the MiAEYC office.
3. Oversee the distribution of the minutes of all Governing Board meetings to all members of the Governing Board. Provide a copy to the president and executive director within two weeks of the Governing Board meeting.
4. Review Governing Board meeting minutes for future agenda items.
5. Prepare letters, resolutions and correspondence at the direction of the Governing Board.
6. Record the minutes of the annual business meeting for inclusion in the following year's annual report. Provide a copy to the president and executive director within two weeks of the annual business meeting.
7. Perform other duties as assigned by the president.

The Treasurer is charged with maintaining the financial integrity of MiAEYC. The Treasurer shall:

1. Serve as chairperson of the Finance Committee.
2. Oversee the development of an annual budget.
3. Oversee the implementation of financial policies.
4. Establish and oversee financial accounts for MiAEYC funds.
5. Oversee the payment of all approved MiAEYC bills.
6. Oversee the receipt of all funds due MiAEYC.
7. Oversee the maintenance of financial records.
8. Oversee the creation and distribution of the current financial report to members of the Governing Board.
9. Oversee the preparation of an annual financial report at the end of each fiscal year.
10. Oversee the filing of all required federal and state tax forms.
11. Perform other duties as assigned by the president.

(Note: An understanding of financial accounting for nonprofit organizations is helpful in performing these duties)

The Immediate Past President shall:

1. Represent MiAEYC at the request of the president.
2. Submit a detailed summary of the major activities of the organization during his/her presidency for the MiAEYC archives.
3. Serve on the Finance Committee.
4. Review and update Governing Board policies and recommend changes to the Governing Board.
5. Perform other duties as assigned by the president.

The Member at Large is charged with broadening the expertise of the Governing Board and acting as a liaison between the general membership and the Governing Board. The Member at Large shall:

1. Provide support to affiliate chapters and local chapters as requested and appropriate.
2. Maintain communication between the Governing Board and affiliate chapters and local chapters and their members as appropriate.
3. Serve on ad hoc and special committees as needed.
4. Perform other duties as assigned by the president.

The Affiliate Representative is charged with providing communication between the affiliate chapters and state affiliate. The Affiliate Representative shall:

1. Attend affiliate chapter board meetings. If unable to attend the affiliate chapter board meeting, this person has the responsibility to read the minutes of the missed meeting and record important functions.
2. Attend MiAEYC Governing Board meetings. If unable to attend, this person has the responsibility to find a substitute to attend this meeting in accordance with affiliate chapter bylaws.
3. Inform the affiliate chapter of MiAEYC activities.
4. Represent the interests of the affiliate chapter by communicating its position to the MiAEYC Governing Board.
5. Participate on MiAEYC committees.

The NAEYC Affiliate Council Representative is charged with providing communication between MiAEYC and the NAEYC Affiliate Council. The NAEYC Affiliate Council Representative shall:

1. Attend NAEYC Affiliate Council meetings.
2. Participate in NAEYC Affiliate Council activities.
3. Inform MiAEYC of NAEYC Affiliate Council activities.
4. Represent the interests of MiAEYC by communicating its position to the Affiliate Council.
5. Perform other duties as assigned by the President.

STANDING COMMITTEES

Standing Committees are charged with a specific function, defined at their creation, directly related to MiAEYC's purpose. Chairpersons shall:

1. Be appointed by the president and approved by the Governing Board.
2. Implement committee work through subcommittees as necessary.
3. Select committee members who are current MiAEYC members.
4. Report names of committee members to the president and announce their names to the Governing Board.
5. Review subcommittee proposals and make recommendations to the Governing Board for action.
6. Submit a written report at each Governing Board meeting on committee activities and issues.

COMMUNICATIONS COMMITTEE

The Communications Committee is charged with oversight of the regular and appropriate communication with the members and the public and any other communications duties assigned by the Governing Board. The Communications Committee shall:

1. Oversee the creation and provide editorial leadership for the MiAEYC newsletter.
2. Explore and recommend publication projects to the Governing Board.
3. Oversee the creation and provide editorial leadership for all MiAEYC publications.
4. Oversee the creation and provide editorial leadership for MiAEYC web site.
5. Review forms of member and public communication for appropriateness and completeness.
6. Review and update communications policies and procedures, and recommend changes to the Governing Board.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee is charged with the development and recommendation of policies for conferences, seminars, and other professional development events. The Professional Development Committee shall:

1. Develop and adopt the overall professional development budget with the assistance of the Professional Development Coordinator, Executive Director and approval of the Finance Committee. The Professional Development Committee shall recommend:
 - Registration fees.
 - Program expenses.
 - Fees to be paid by commercial exhibitors.
 - Honorariums to be paid to speakers.
 - Sites for professional development events.Further, the Professional Development Committee shall determine:
 - Criteria for refunds.
 - Criteria for selecting professional development proposals.
 - Tracks or themes for professional development events.
 - Categories of involvement of allied organizations, institutions and agencies including financial, legal and programmatic commitments.
2. Review and recommend professional development activities.
3. Provide assistance to the Professional Development Coordinator.
4. Review and update professional development policies and procedures and recommend changes to the Governing Board.

ACCREDITATION SUBCOMMITTEE

1. Be a contact between NAEYC and the state affiliate.
2. Provide information about accreditation.
3. Increase awareness of quality care and education.
4. Present information about accreditation through various venues.
5. Support programs in the self-study process.
6. Provide activities for programs already accredited to maintain their accreditation.
7. Develop recognition for programs that attain accreditation.

FINANCE COMMITTEE

The Finance Committee is charged with the review and development of a budget and financial policies and recommendation to the Governing Board. The Finance Committee, with the Treasurer as its chairperson, shall:

1. Review and develop a proposed annual budget and make recommendations to the Governing Board.
2. Review and update finance policies and procedures and recommend changes to the Governing Board.
3. Review and recommend ways and means projects to the Governing Board.
4. Review and recommend non-budget expenditures.
5. Review and recommend changes to the current operating budget.

RESOURCE DEVELOPMENT SUBCOMMITTEE

1. Work with staff to develop the organization's resource development plan.
2. Develop policies, plans, procedures, and schedules for Governing Board involvement in resource development.
3. Inform Governing Board members about the organization's program plans and the resources needed to realize those plans.
4. Train Governing Board members on resource development skills and techniques so they are comfortable raising money.
5. Identify, cultivate, and approach funding sources.

MEMBERSHIP COMMITTEE

The Membership Committee is charged with increasing association membership and strengthening affiliate chapters and local chapters. The Membership Committee with the Vice President of Membership as chair, shall:

1. Review applications for new affiliate chapters and local chapters and make recommendations to the Governing Board.
2. Review membership services and recommend elimination, expansion or creation of new services.
3. Provide mentoring and support for affiliate chapters and local chapters.
4. Review and update membership policies and procedures and recommend changes to the Governing Board.

AFFILIATE CHAPTER MENTORING SUBCOMMITTEE

1. Provide technical assistance to enhance the development of affiliate chapters and local chapters.
2. Develop leadership training for officers of affiliate chapters and local chapters.

MONTH OF THE YOUNG CHILD COMMITTEE

The Month of the Young Child (MOYC) Committee is charged with coordinating statewide MOYC activities. The MOYC Committee chairperson shall chair the statewide MOYC Steering Committee. The MOYC Committee shall:

1. Maintain communication with affiliate chapter and local chapter MOYC chairpersons.
2. Provide guidance to affiliate chapters and local chapters in organizing and conducting MOYC activities.
3. Collect and share MOYC ideas with the affiliate chapters and local chapters.
4. Promote MOYC activities.
5. Secure statewide participation for designating April as the Month of the Young Child.
6. Secure a proclamation from the Governor for the Month of the Young Child.
7. Assist in gathering articles for the newsletter regarding MOYC activities in the state.
8. Assist in the development of MOYC materials and media.
9. Submit a summary report of all statewide MOYC activities.
10. Review and update MOYC policies and procedures and recommend changes to the Governing Board.

NOMINATING COMMITTEE

The Nominating Committee is charged with establishing the procedures necessary for the conduct of the election. The Nominating Committee shall:

1. Assess the Governing Board's current composition and identify needs.
2. Develop Governing Board job descriptions and a recruitment plan.
3. Establish the procedure necessary for the orderly conduct of the election consistent with the Bylaws and with the Governing Board approval.
4. Review, revise and update job descriptions and recommend changes to the Governing Board.

LEADERSHIP DEVELOPMENT SUBCOMMITTEE TO BE DETERMINED

PERSONNEL COMMITTEE

The Personnel Committee is charged with overseeing the operations of the state office and MiAEYC staff. The Personnel Committee shall:

1. Review and update staff job descriptions.
2. Hear appeals of personnel grievances.
3. Review and update personnel policies and procedures and recommend changes to the Governing Board.

PROGRAMS COMMITTEE

The Programs Committee is charged with developing policies for MiAEYC programs. The Programs Committee shall:

1. Create subcommittees for the oversight of ongoing MiAEYC programs.
2. Develop, review, and update MiAEYC program policies and procedures and recommend changes to the Governing Board.

SUBCOMMITTEES:

AWARDS (BETTY GARLICK, PARTNERS AND STUDENT LEADERSHIP)

1. Develop MiAEYC Awards procedures.
2. Review award proposals and make recommendations to the Programs Committee.
3. Review and update Award policies and procedures and make recommendations to the Programs Committee.

SPECIAL PROJECTS GRANTS

1. Develop MiAEYC Special Projects Grants procedures.
2. Review grant proposals and make funding recommendations to the Programs Committee.
3. Review and update special project grants policies and procedures and recommend changes to the Programs Committee.

JACQUELYN H. MILLER ENDOWMENT

1. Develop guidelines for application to the Endowment.
2. Review funding requests for the endowment and present recommendations to the Programs Committee.
3. Review and update Jacquelyn H. Miller Endowment policies and procedures and recommend changes to the Programs Committee.

MICHIGAN WOLF TRAP PROGRAM

1. Provide technical assistance to the Michigan Wolf Trap Coordinator.
2. Review and update Michigan Wolf Trap Program policies and procedures and recommend changes to the Programs Committee.

PUBLIC POLICY COMMITTEE

The Public Policy Committee is charged with actively pursuing and reporting on all legislative and administrative policies which effect young children. The Public Policy Committee shall:

- 1.Keep Public Policy program up to date and work with Governing Board on changes and additions to the policy program annually and as needed during the legislative session.
- 2.Be informed and engaged in public policy activities (legislative and regulatory), including coalition efforts at the state level and through NAEYC at the federal level.
- 3.Develop annually the 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.
- 4.Ensure regular communication with the state affiliate, affiliate chapters, local chapters and NAEYC through e-mail updates and alerts.
- 5.Provide technical assistance and training on advocacy and public policy at affiliate chapter and local chapter meetings and/or events.
- 6.Maintain regular communication with the Governing Board and affiliate chapters and local chapters.
- 7.Provide public policy information and/or training at conferences, in newsletters and other member communications.

AD HOC COMMITTEES

An Ad Hoc Committee is charged with a single purpose and shall dissolve automatically upon the completion of the term of the president who created it, upon completion of its purpose, or until dissolved by the Governing Board. The Ad Hoc Committee chairpersons shall:

- 1.Be appointed by the president.
- 2.Select committee members.
- 3.Report names of committee members.
- 4.Develop an effective timeline, tasks and plan for accomplishing the purpose.
- 5.Complete assignment.

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6/20/01

10/31/03

1/31/04