



# Michigan Association for the Education of Young Children

## Governing Board Job Descriptions

MICHIGAN AEYC GOVERNING BOARD MEMBERS
---------------------------------------

Governing Board members accept a commitment, personal and professional, to Michigan AEYC's mission, vision and values, an understanding of Michigan AEYC's objectives, organization and services. All elected Officers, Chapter Members-at-Large, and Student Member-at-Large 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 Michigan AEYC priorities.
4. Serve on Governing Board committees as a resource in their areas of strength.
5. Understand the policy role of a nonprofit Governing Board member.
6. Become familiar with Michigan AEYC'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 Michigan AEYC.
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 Michigan AEYC to other professionals and the community at-large.
10. Accept fiduciary and legal responsibility for the actions of Michigan AEYC as specified in the Articles of Incorporation.
11. Submit written reports to the Governing Board regarding their activities.
12. Submit budget requests for Michigan AEYC activities as appropriate.
13. Pass on all pertinent information to successor upon completion of term on Board.
14. Follow Michigan AEYC strategic direction and annual plan.
15. Support Michigan AEYC in its commitment to be a High Performing Inclusive Organization (HPIO).

### Qualifications for Governing Board Members

1. Must be a current member of Michigan AEYC.
2. Possess high-quality leadership skills with a commitment and contributions to the early childhood field.
3. Possess strong interpersonal skills with the ability to objectively consider various perspectives to guide major policy decisions of the association.

4. Prefer expertise in special areas needed by the association, including knowledge of governance and group functioning, association management skills, knowledge of and/or experiences in Michigan AEYC's affiliate structure.
5. Have an understanding of multiple perspectives of the variety of professional roles held by Michigan AEYC members.
6. Have the ability to be a public spokesperson on behalf of the association and its principles
7. Additional criteria may be determined each year by the Governing Board.

#### EXECUTIVE COMMITTEE

The Executive Committee shall:

1. Consist of the officers of the organization.
2. Meet at the call of the president or at the written request of three (3) members of the Executive Committee to consider and act upon any business presented.
3. Possess and exercise the authority of the Governing Board in the management of the business of the Association between the meetings of the Governing Board.
4. Complete a report of each meeting and make it available to the Governing Board.
5. A quorum shall consist of three (3) members of the committee.

#### PRESIDENT

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

1. Represent Michigan AEYC 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 Michigan AEYC at meetings of affiliated and allied organizations.
8. Participate in NAEYC-sponsored leadership calls.
9. Supervise the communication of Governing Board actions to the membership.
10. Work with the Executive Director and Executive Committee to develop the agenda for Governing Board meetings, the annual business meeting, and the Governing Board retreat.
11. Serve on the Finance Committee.
12. Serve as ex officio on all other standing and ad hoc committees.
13. Supervise and conduct an annual performance review of the Executive Director.
14. Play a role in fundraising activities.
15. Other duties as assigned

PRESIDENT-ELECT	Elected in odd numbered years
-----------------	-------------------------------

The President-elect shall:

1. Serve on the Executive, Finance, Advocacy 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 Michigan AEYC Governing Board Handbook including all policies.
6. Coordinate the volunteers for the annual early childhood conference.
7. Assist the president with affiliate chapter activities.
8. Act as parliamentarian at Governing Board meetings.
9. Represent Michigan AEYC at the request of the president.
10. Report to the Governing Board on the meetings of the Executive Committee.
11. Perform other duties as assigned by the president.

SECRETARY	Elected in even numbered years
-----------	--------------------------------

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

1. Record the business of all meetings of the Governing Board.
2. Oversee the official archives in the Michigan AEYC 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. Record the business of all Executive Committee meetings.
8. Perform other duties as assigned by the president.

TREASURER	Elected in odd numbered years
-----------	-------------------------------

The Treasurer is charged with maintaining the financial integrity of Michigan AEYC. 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 Michigan AEYC funds.
5. Oversee the payment of all approved Michigan AEYC bills.
6. Oversee the receipt of all funds due Michigan AEYC.
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.
12. (Note: An understanding of financial accounting for nonprofit organizations is helpful in performing these duties)

IMMEDIATE PAST PRESIDENT
--------------------------

The Immediate Past President shall:

1. Represent Michigan AEYC at the request of the president.
2. Submit a detailed summary of the major activities of the organization during his/her presidency for the Michigan AEYC 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.

CHAPTER MEMBERS-AT- LARGE
---------------------------

- |   |
|---|
| 4 Elected in odd numbered years (Northern, Southeastern, Southwestern, Western) |
| 4 Elected in even numbered years (Central, Eastern, Southern, Upper Peninsula)  |

The Chapter Member at Large shall:

1. Act as a liaison to provide communication between the regional chapter, the state affiliate, and the Governing Board, and serve as leadership for the designated regional chapter.
2. Sign and uphold the Chapter Memorandum of Understanding (MOU) as the designated representative of the regional chapter.
3. Oversee the financial transactions and reporting of the regional chapter, provide support to the regional chapter.

4. Maintain communication between the Governing Board, the state affiliate and the regional chapter.
5. Coordinate the regional chapter leadership team.
6. Attend Michigan AEYC Governing Board meetings. If unable to attend, this person has the responsibility to find a substitute to attend this meeting as a representative of the chapter
7. Inform the regional chapter of Michigan AEYC activities.
8. Represent the interests of the regional chapter by communicating its position to the Michigan AEYC Governing Board.
9. Guide the regional chapter in partnership with Michigan AEYC to retain and recruit members to NAEYC.
10. Support the planning and promotion of Michigan AEYC events
11. Serve on ad hoc and special committees, as needed.
12. Perform other duties as assigned.

STUDENT MEMBER-AT-LARGE	Elected in odd numbered years
-------------------------	-------------------------------

The Student Member-at-Large shall:

1. Be a current student at a Michigan Institution of Higher Education.
2. Have earned at least 18 semester credits.
3. Be currently pursuing a degree in one of the following areas:
  - a. Child Development (Child Care, Children and Families, Family and Community Services, Family Studies)
  - b. Early Childhood Education
  - c. Elementary Education with an early childhood endorsement
4. Provide a voice for students from community colleges and university institutions of higher education who are studying child development or early childhood education.
5. Offer guidance and support to the Governing Board to consider, attract, engage, and retain inspiring leaders.
6. Represent the interests and concerns of members who are students to the Michigan AEYC Governing Board.
7. Support membership recruitment and retention efforts.
8. Support the planning and promotion of Michigan AEYC events.
9. Attend Michigan AEYC Governing Board meetings and annual conference.
10. Serve on ad hoc and special committees, as needed.
11. Perform other duties as assigned.

STANDING COMMITTEES
---------------------

Standing Committees are charged with a specific function, defined at their creation, directly related to Michigan AEYC's purpose. The Governing Board shall maintain a list of committees and their functions. Chairpersons shall:

1. Be appointed by the president and approved by the Governing Board.
2. Select committee members who are current Michigan AEYC members.
3. Make recommendations to the Governing Board for action.
4. Submit a written report at each Governing Board meeting on committee activities and issues.

#### FINANCE COMMITTEE

The Finance Committee is charged with the review and development of a budget, financial policies and recommendations to the Governing Board. The Finance Committee is charged with the oversight of the financial audit and other audit services. The Treasurer is the chairperson of the Finance Committee 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 non-budget expenditures.
4. Review and recommend changes to the current operating budget.
5. Oversee and implement the finance policies.
6. Approve the selection and oversight of the firm to conduct the audit
7. Preapprove all non-audit services
8. Review the audit with attention to the process, findings, and recommendations.
9. Meet with the auditor to review the audit and recommendations.
10. Accept the audit for Governing Board approval.

#### 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.

#### PERSONNEL COMMITTEE

The Personnel Committee is charged with overseeing the operations of the state office and Michigan AEYC 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.

AWARDS COMMITTEE (BETTY GARLICK, BRIAN WHITE SCHOLARSHIPS, STUDENT LEADERSHIP SCHOLARSHIP, JACQUELYN H. MILLER ENDOWMENT)

The Awards Committee is charged with adherence to guidelines for awards and review of applications. The Awards Committee shall:

1. Develop Michigan AEYC 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.
4. Develop guidelines for application to the Jackie Miller Endowment.
5. Review funding requests for the Jackie Miller Endowment and present recommendations to the Executive Committee.
6. Review and update Jackie Miller Endowment policies and procedures and recommend changes to the Executive Committee.

SPECIAL INTEREST GROUPS

1. Develop guidelines for establishing Special Interest Groups and recommend changes to the Executive Committee.
2. Review applications to establish Special Interest Groups and present recommendations to the Executive Committee.
3. Review and update Special Interest Group policies and procedures and recommend changes to the Executive Committee.

ADVOCACY COMMITTEE

The purpose of the Michigan AEYC Advocacy Committee is to lead efforts in voicing the importance of investing in high quality early childhood experiences and professional practitioners. The Advocacy Committee shall:

1. Keep public policy agenda up to date and work with Governing Board on changes and additions to the agenda 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, and NAEYC through e-mail updates and alerts.
5. Provide technical assistance and training on advocacy and public policy at affiliate chapter meetings and/or events.
6. Maintain regular communication with the Governing Board and affiliate chapters.
7. Provide advocacy information and/or training at conferences, in newsletters and other member communications.

8. Provide guidance to affiliate chapters in organizing and conducting Week of the Young Child (WOYC) activities.
9. Collect and share WOYC ideas with the affiliate chapters.
10. Promote WOYC activities.
11. Secure statewide participation for designating one week in April as Week of the Young Child.
12. Assist as needed with securing a proclamation from the Governor for the Week of the Young Child.
13. Assist in gathering articles for the newsletter regarding WOYC activities in the state.
14. Assist in the development of WOYC public information and media materials.
15. Submit a summary report of all statewide WOYC activities.

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.

(JD:3/25/93)

Amended

9/17/94

6/20/01

10/31/03

1/31/04

9/26/09

6/27/15