

# **Arkansas Early Childhood Association**

# **Policy Manual**

Revised 09/1999

Revised 10/2005

Revised 04/2012

Revised 08/2015

Revised 08/2017

Proposed 10/2019



# Table of Contents

## **I. AECA Governing Bodies 1**

- A. Executive Board 1
- B. Executive Committee 2
- C. Advisory Board 2

## **II. Duties and Responsibilities of Officers 3**

- A. President 3
- B. AECA Representative to SECA Board of Directors 6
- C. Vice-President for Communications 7
- D. Vice-President for Membership/Affiliate Services 8
- E. Secretary 9
- F. Treasurer 10
- G. Member-at-Large 11

## **III. Staff 12**

- A. Executive Director / T.E.A.C.H. Early Childhood® Arkansas Manager 12
- B. Association Manager/ T.E.A.C.H. Early Childhood® Arkansas Counselor 14

## **IV. Commissions and Committees 17**

- A. Finance Commission 17
- B. Membership/Affiliate Services Committee 18
- C. Advocacy Committee 21
- D. Professional Development Conference Committee 23
  - Outstanding Member Award Form 25
  - Kathy Stegall Emerging Leader Award Form 26
- E. Long-Range Planning Committee 28
- F. Nominations Committee 28
- G. Communications/Publications Committee 29

## **Update Calendar 32**



## **I. AECA Governing Bodies**

### **A. Executive Board**

1. Major Functions
  - a. Exercises general supervision over the affairs of the Association
  - b. Establishes policy, transacts business, and carries out adopted recommendations and resolutions from the Advisory Board and membership
  - c. Strives to foster the implementation of AECA goals as well as those of the parent organization, the Southern Early Childhood Association (SECA)
  
2. Membership
  - a. The AECA Executive Board is comprised of 10 elected officers of the organization, and two ex-officio (non-voting) members.
  - b. Voting members of the Executive Board are the following officers:
    - i. President-Elect
    - ii. Vice President for Communications
    - iii. Vice President for Membership
    - iv. Secretary
    - v. Treasurer
    - vi. Members-at-Large (4)
    - vii. SECA Representative
  - c. Ex-officio non-voting members of the Executive Board are the following: President, Executive Director, and Association Manager
  
3. Specific Responsibilities
  - a. The Executive Board shall appoint the following:
    - i. Two Members-at-Large
  - b. The Executive Board shall approve the following:
    - ii. Annual AECA goals
    - iii. Commission and Committee projects
    - iv. Budgets
      - a) Operating Budget
      - b) Conference Budget
    - v. Recommendations from the Finance Commission regarding contracts to be offered for the following positions:
      - a) Association Manager
      - b) Conference Chair (Co-chairs)
      - c) Conference Program Chair (Co-chairs)
    - vi. Appointments to the Executive Board to fill vacancies resulting from unexpired terms

- vii. Annual conference details
    - a) Appointment of Conference Chair (Co-Chairs)
    - b) Appointment of Program Chair (Co-Chairs)
    - c) Conference theme
    - d) Keynote speakers
  - viii. All materials to be published by AECA (other than *Update*)
  - ix. Recipients of AECA Awards
    - a) Outstanding Member
    - b) Maggie Reynolds/Deltha Sharp Award
    - c) Kathy Stegall Emerging Leader Award
  - x. Slate of nominees for AECA offices
  - xi. All changes to the Policy Manual and proposed changes to the Constitution, and By-Laws
  - xii. Annual service project
  - xiii. Other operational issues not specifically granted to an Officer, Commission, or Committee
4. Terms of Office
- a. Elected Executive Board Members take office on January 1 of the year following the year they are elected.
  - b. The SECA Representative takes office on January 1 following his/her election.
  - c. Refer to AECA By-Laws Article VII Officers: Section A-G for terms of office
5. Meetings
- a. The Executive Board meets a minimum of two times per year.
    - i. The President sets the dates, times, and locations for meetings.
    - ii. Meetings may be called upon written request of at least five members of the Executive Board.
  - b. Board Members are expected to attend all meetings
  - c. Nominated Officers are invited to attend the Board meeting prior to taking office on January 1.

**B. Executive Committee**

- 1. Major Functions
  - a. The Executive Committee acts for the Executive Board in emergency situations in which a decision is urgent and cannot await action of the total board
  - b. All actions of the Executive Committee must be communicated in writing within 10 days to the total Executive Board for their review
- 2. Membership
  - a. President
  - b. President-Elect
  - c. Treasurer

## **C. AECA Advisory Board**

### **1. Major Functions**

- a. The Advisory Board provides broad representation of the membership in all matters and concerns considered in open meetings of the Executive Board.
- b. Members of the Advisory Board are encouraged to bring issues of concern to the attention of the Executive Board and they may speak concerning any issue being considered by the Executive Board.
- c. Advisory Board members serve in an advisory capacity only and may not vote.

### **2. Membership**

- a. The Advisory Board is comprised of current active affiliate Presidents and all Past Presidents of AECA.

## **II. DUTIES AND RESPONSIBILITIES OF OFFICERS**

### **A. President**

#### **1. Qualifications**

- a. Has demonstrated abilities in the areas of management and administration
- b. Has been an active member by assuming leadership roles in AECA and in a local affiliate where one exists. When candidates are in communities where no local affiliate exists, the candidate has taken a leadership role in the early childhood education profession (ex. attending conference, serving on committees, volunteering and or presenting at conference)
- c. Has been actively engaged in early childhood education, child development, developmental psychology, or related areas

#### **2. Duties and responsibilities**

- a. Provides leadership in planning and implementing AECA goals and activities
- b. Oversees Board members in their assigned responsibilities for commissions and committees
- c. Assists Long-Range Planning Committee in formulating annual AECA goals and distributes to the Executive Board and to affiliate presidents
- d. Serves as a member of the Executive Committee
- e. Serves as a member of the Finance Commission
- f. Serves as a member of the Long-Range Planning Committee
- g. Serves as chairperson of Outstanding Member Award Committee
- h. Appoints committees, attending to need for:
  - i. Diversity of membership
  - ii. Representation of specific interest groups
- i. Plans and presides at meetings of the Executive Board according to the current edition of *Robert's Rules of Order*
- j. Establishes meeting sites, times and agendas for Executive Board meetings.
  - i. Sends tentative agenda to members of the Executive Board at least two weeks

- prior to each meeting, requesting input concerning items that should be included on the final agenda
- ii. Invites members of the Advisory Board to all open meetings of the Executive Board.
  - iii. Requests written reports from affiliate Presidents (electronic format preferred)
  - iv. Requests written reports from Commission and Committee Chairs (electronic format preferred)
  - k. Establishes, in coordination with President-elect, meeting site, time and agenda for Leadership Workshop. It is recommended that the Leadership Workshop be held at a date, time, and location which is agreeable to the majority of the board members.
  - l. Sets time and agenda with Conference Chair (Co-Chairs) and presides at business meeting during the annual conference according to the current edition of *Robert's Rules of Order*
  - m. Prepares and submits to the Vice President for Communications a President's Letter for each issue of the *AECA Update*
  - n. In consultation with the Vice President for Membership and the Association Manager, notifies local affiliates of status regarding minimum requirements for maintaining affiliation
  - o. Following elections, notifies all candidates of the outcome of the election
  - p. Confirms and reports the results of all votes to the Executive Board. Results are to be made a part of the minutes at the next Board Meeting.
  - q. Coordinates with the AECA Representative to SECA the activities of AECA and those of SECA.
  - r. Represents AECA at the SECA Leadership Workshop:
    - i. Reports on activities of AECA
    - ii. Prepares any materials required for the SECA Leadership Workshop
  - s. Participates in the flag ceremony at the opening general session of the SECA Conference
  - t. Serves as the official representative of AECA or designates a representative to other advocacy groups in the state
  - u. Prior to leaving office on January 1, transfers to the incoming President all materials related to the office, writes a report of any incomplete tasks, and makes suggestions for effectively carrying out the duties and responsibilities of the office. Include the following:
    - i. List of all Committee, Task Force, and/or Commission appointees **who** will continue to serve through the coming year
    - ii. List of all standing committees to be appointed
    - iii. Up-to-date AECA Executive Board membership roster
    - iv. Calendar for upcoming year
    - v. Correspondence or records of unfinished business
  - v. Files with the AECA office for historical purposes a complete and accurate record of all important business matters, documents, and accomplishments of her/his year as President



3. Allowed Expenses for President
  - a. Postage
  - b. Travel for AECA representation

## **B. President-Elect**

1. Qualifications
  - a. Has demonstrated abilities in the areas of management and administration
  - b. Has been an active member by assuming leadership roles in AECA and in a local affiliate where one exists. When a candidate is in a community where no local affiliate exists, the candidate has taken a leadership role in the early childhood education profession (ex. attending conference, serving on committees, volunteering and or presenting at conference)
  - c. Has been actively engaged in early childhood education, child development, developmental psychology, or related areas
2. Duties and Responsibilities
  - a. Serves as a member of the AECA Executive Board and attends all meetings
  - b. Reviews the following documents, which will be provided by the Association Manager to insure continuity within the AECA Board
    - i. AECA Policy Manual
    - ii. AECA Constitution and By-laws
    - iii. Minutes of the preceding two years
    - iv. Financial records of the preceding two years
    - v. Committee reports of the preceding two years
    - vi. Current edition of *Roberts Rules of Order*
  - c. Assists the President and Past President in implementing AECA programs and policies
  - d. Serves as a member of the Executive Committee
  - e. Serves as a member of the Finance Commission
  - f. Serves as a member of the Long-Range Planning Committee
  - g. Presides over meetings of the Executive Board according to the current edition of *Robert's Rules of Order*, should the President be unable or unwilling to preside
  - h. Serves as Chair of the Professional Development/Conference Committee and coordinates all of the activities of that committee, including the following:
    - i. AECA Conference for the following year (year the individual serves as President)
    - ii. Submits to the AECA Board for approval an annual service project for the conference. The timeframe for the duration of the service project may vary based on the project

[See Professional Development/Conference Committee (under Committee section) for specific tasks related to conference, and Service Project.]

  - i. Recommends to the AECA Executive Board other professional development/conference activities and grant sources for consideration

- j. Submits to the Finance Commission budget recommendations for the activities of the Professional Development/Conference Committee
  - k. Attends the SECA Leadership Workshop at the annual SECA conference
  - l. Plans and conducts the annual AECA Leadership Workshop:
    - i. Coordinates with the AECA President to plan the meeting site and time
    - ii. Plans the program for Leadership Workshop jointly with the Long-Range Planning Chair/SECA Representative.
    - iii. Notifies Advisory Board Members of the agenda at least two weeks prior to the workshop
    - iv. Presides over the Leadership Workshop
  - m. Names AECA committees for the ensuing year prior to the first meeting of the Executive Board
  - n. Prior to leaving office on January 1, transfers to the newly elected President-Elect all materials related to the office, writes a report of any incomplete tasks and makes suggestions for effectively carrying out the duties and responsibilities of the office.
3. Allowed Expenses for President-Elect
- a. Postage
  - b. Travel for AECA representation

### **C. AECA Representative to SECA Board of Directors**

1. Qualifications
  - a. Has been an active member by assuming leadership roles in AECA and in a local affiliate where one exists. When a candidate is in a community where no local affiliate exists, the candidate has taken a leadership role in the early childhood education profession (ex. attending conference, serving on committees, volunteering and or presenting at conference)
  - b. Has shown leadership in AECA by serving on the Executive Board
  - c. Has been actively engaged in early child education, child development, developmental psychology, or related areas
2. Duties and Responsibilities
  - a. Serves a three-year term on the SECA Board of Directors and represents AECA in all SECA meetings
  - b. Serves a three-year term on the AECA Executive Board, attends all meetings of the Board, and performs tasks for AECA at the direction of the President and/or Executive Board
  - c. Serves as chair of the Long-Range Planning Committee and represents that Committee at meetings of the Executive Board
  - d. Serves as a member of the Finance Commission
  - e. Communicates SECA Board viewpoints, interests, and concerns to the AECA Executive Board and AECA membership
  - f. Communicates viewpoints, interests, and concerns of AECA to the SECA Board of Directors

- g. Performs other tasks designated by SECA policy and by the SECA Board of Directors
- h. Recommends to the AECA President a Past-President and a Past Conference Chairperson/Coordinator to serve on the Long-Range Planning Committee
- i. Prepares a SECA report for each issue of *Update*
- j. Prior to leaving office on January 1, transfers to the newly elected AECA Representative to the SECA Board all materials related to the office, writes a report of any incomplete tasks, and makes suggestions for effectively carrying out the duties and responsibilities of the office.

### 3. Expenses

- a. Refer to expenses allowed for Committee work

## **D. Vice-President for Communications**

### 1. Qualifications

- a. Has been an active member by assuming leadership roles in AECA and in a local affiliate where one exists. When candidates are in communities where no local affiliate exists, the candidate has taken a leadership role in the early childhood education profession (ex. attending conference, serving on committees, volunteering and or presenting at conference)
- b. Has been actively engaged in early childhood education, child development, developmental psychology, or related areas
- c. Has had experience in writing, editing, and/or designing publications

### 2. Duties and Responsibilities

- a. Serves a two-year term as a member of the AECA Executive Board and attends all meetings
- b. Serves as chair of the Communications Committee and coordinates all of the functions of that Committee. Serves a two-year term as the Editor of *AECA Update*.
- c. Represents the Communications Committee at meetings of the Executive Board
- d. Performs tasks of the Communications Committee Chair as set forth in the Commissions/Committees section of the AECA Policy Manual
- e. Maintains a history of AECA
- f. Serves as a member of the Finance Commission. Recommends to the Finance Commission an annual budget for the newsletter and other Board-authorized publications
- g. Recommends to the AECA Executive Board additional publications for consideration
- h. Prior to leaving office on January 1, transfers to the newly elected Vice-President for Communications all materials related to the office, writes a report of any incomplete tasks, and makes suggestions for effectively carrying out the duties and responsibilities of the office.

3. Allowed Expenses for Vice-President for Communications
  - a. Expenses involved in setting up and operating the publications booth at AECA Conference
  - b. Purchase of items for preserving the history of the organization such as binders and digital storage devices

## **E. Vice-President for Membership/Affiliate Services**

### 1. Qualifications

- a. Has been an active member by assuming leadership roles in AECA and in a local affiliate where one exists. When a candidate is in a community where no local affiliate exists, the candidate has taken a leadership role in the early childhood education profession (ex. attending conference, serving on committees, volunteering and or presenting at conference)
- b. Has been actively engaged in early childhood education, child development, developmental psychology, or related areas

### 2. Duties and Responsibilities

- a. Serves a two-year term as a member of the AECA Executive Board and attends all meetings
- b. Serves as Chair of the Membership/Affiliate Services Committee and coordinates all functions of that Committee
  - i. Recommends scholarship recipients to the Executive Board
  - ii. Coordinates scholarship fundraising activities
  - iii. Obtains from the Association Manager the AECA membership roster to insure that AECA members have opportunities to assume leadership roles in the organization and to insure diversity
  - iv. Affiliate services
  - v. Membership expansion
- c. Represents the Membership/Affiliate Services Committee at meetings of the AECA Executive Board and presents Committee reports and recommendation to the Executive Board
- d. Performs tasks of the Membership/Affiliate Services Committee as set forth in the Commissions/Committees section of the AECA policy manual
- e. Serves as the Executive Board liaison to local groups wishing to affiliate
- f. Provides support directly, or through a representative, to affiliate groups as needed or requested
- g. Communicates with local affiliate Presidents and Membership Chairs concerning AECA membership
- h. Works with AECA President and Association Manager annually to verify that local affiliates meet the minimum requirements for maintaining affiliation
- i. Assists the President in identifying members for Task Forces and Committees that insures diversity
- j. Assists the President-Elect in planning the Leadership Workshop for local affiliate Officers and Executive Board Members

- k. Prior to leaving office on January 1, transfers to newly elected Vice-President for Membership/Affiliate Services all materials related to the office, writes a report of any incomplete tasks, and makes suggestions for effectively carrying out the duties and responsibilities of the office
3. Allowed Expenses for Vice-President for Membership/Affiliate Services
- a. Travel
    - i. Up to \$25 per affiliate for travel for AECA representatives who present programs for affiliates (vouchers should be payable to the speaker and confirm mileage)
  - b. Postage to mail items to retain in historical files
  - c. Up to \$50 per year may be used for the SECA conference if not committed for other membership needs

## **F. Secretary**

### 1. Qualifications

- a. Has been an active member by assuming leadership roles in AECA and in a local affiliate where one exists. When a candidate is in community where no local affiliate exists, the candidate has taken a leadership role in the early childhood education profession (ex. attending conference, serving on committees, volunteering and or presenting at conference)
- b. Has been actively engaged in early childhood education, child development, developmental psychology, or related areas
- c. Has a good knowledge of the current edition of *Robert's Rules of Order*, word processing programs, and/or is able to effectively record notes of meetings

### 2. Duties and Responsibilities

- a. Serves a two-year term as a member of the AECA Executive Board and attends all meetings
- b. Serves as the official record keeper of AECA business
- c. Records minutes of Executive Board meetings and Finance Commission meetings according to the current edition of *Robert's Rules of Order*
- d. Disseminates minutes to members of the Executive Board and Affiliate Presidents within two weeks after each meeting
- e. Maintains a file of the AECA Treasurer's reports, annual audits, and committee reports
- f. Attends to necessary correspondence of the Association and assures that the AECA Association Manager retains correspondence on file
- g. Maintains the AECA Policy Manual and Affiliate Handbook. Updates these documents annually with the assistance of at least two other board members, to reflect Board decisions (including date of change). Preferably, someone with knowledge of the organization's history will guide the updates.
- i. Distributes copies of the revised pages to Executive and Advisory Board Members
- j. Prior to the Leadership Workshop, works with the Association Manager to update Continuity Kits (policy manual, affiliate handbook, time line, etc.)
- k. At the Leadership Workshop, distributes Continuity Kits to incoming AECA Board Members and Affiliate Presidents

1. Prior to leaving office on January 1, transfers to the newly elected Secretary all materials related to the office, writes a report of any incomplete tasks, and makes suggestions for effectively carrying out the duties and responsibilities of the office
  
3. Allowed expenses for Secretary
  - a. Copies of minutes
  - b. Postage to mail items to retain in permanent file

## **G. Treasurer**

1. Qualifications
  - a. Has been an active member by assuming leadership roles in AECA and in a local affiliate where one exists. When candidate is in a community where no local affiliate exists, the candidate has taken a leadership role in the early childhood education profession (ex. attending conference, serving on committees, volunteering and or presenting at conference)
  - b. Has been actively engaged in early childhood education, child development, development psychology, or related areas
  - c. Has a working knowledge of budgeting and fiscal accountability
  
2. Duties and responsibilities
  - a. Serves a two-year term on the AECA Executive Board and as Chair of the Finance Commission, and attends all meetings of both
  - b. Serves as a member of the AECA Executive Committee
  - c. Presides over all meetings of the Finance Commission
  - d. Represents the Finance Commission at AECA Board Meetings and presents Commission reports and recommendations to the Executive Board
  - e. Follows AECA Financial Policies as established by the Executive Board
  - f. Presents the quarterly financial reports and the annual audit to the Executive Board and to Affiliate Presidents
  - g. Presents the Treasurer's report at the annual meeting of the Association
  - h. Assists the Association Manager and Conference Chair (Co-chairs) in Conference-related finances, including the close-out of the Silent Auction
  - i. Coordinates with the Association Manager to acquire annual financial reports from local Affiliates, to review the reports, and to work with affiliates to insure that reports are complete and accurate.

Local affiliates operate under the AECA 501c3 designation and are accountable to AECA. Funds for affiliates will not be disbursed until the financial report form has been submitted to and reviewed by the Treasurer and the Association Manager. Affiliate financial reports are due by January 20 each year.

- j. In early August, contacts the Chairs of all Commission and standing Committees to obtain their budget requests and other input, using the current budget and financial report as a guide
  - k. In early September, coordinates with the President, President-Elect, Association Manager, and Conference Chair (Co-chairs) to develop a projected annual Association budget, including conference revenue and expenses for next fiscal year, and sends a copy of the proposed budget to the members of the Executive Board for their review
  - l. Serves as a member of the Long-Range Planning Committee
  - m. Prior to leaving office on January 1, transfers to the newly elected Treasurer all materials related to the office, writes a report of any incomplete tasks, and makes suggestions for effectively carrying out the duties and responsibilities of the office.
3. Allowed expenses for Treasurer
- a. Postage

## **H. Members-at-Large**

- 1. Qualifications
  - a. Represents a group of underserved populations on the AECA Board (for example, ethnicity, race, age, gender, geographic region, or vocation)
- 2. Duties and Responsibilities
  - a. Serves concurrent two-year terms as a member of the AECA Executive Board, the Membership/Affiliate Services Committee, and the Nominating Committee, and attends all meetings of each
  - b. Assists with scholarship fundraising activities such as the Silent Auction prior to and during the AECA Conference
- 3. Allowed expenses for Members-at-Large
  - c. Postage

### III. Staff

#### A. Executive Director/ T.E.A.C.H. Early Childhood® Arkansas Manager

##### 1. Qualifications

- a. Master's degree in early childhood or a role-related field
- b. Skills in and in-depth knowledge of best practices in management and governance including budget preparation, analysis, decision-making and reporting
- c. Strong organizational leadership skills, including transparent planning, delegating, program development and task facilitation
- d. Demonstrated ability to oversee and collaborate with staff
- e. Demonstrates a strong aptitude for verbal and written communication, presentation and relationship development
- f. Ability to convey a vision of both organizations' strategic future to staff, board, volunteers, donors, and community leaders
- g. Ability to engage, collaborate with and motivate diverse board members, volunteers, and partners

##### 2. Responsibilities

- a. Executive Board
  - i. Serves as leader in a manner that supports and guides the T.E.A.C.H. Early Childhood® Arkansas organization's mission as defined by the Board of Directors
  - ii. Works with the Board President and committee chairs to enable the Executive Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees, and individual board members
  - iii. Keeps the Board fully informed on the status of the Association and the important factors influencing it
  - iv. Works with the Board President to maintain a positive and productive culture on the Board
  - v. With the Board President, focuses Board attention on short and long-range strategic issues
  - vi. Assists the Board President and committee chairs with their duties including the development of agendas, resolving issues, and anticipating issues that may arise. Facilitates discussion and deliberation
  - vii. Performs other duties as necessary to fulfill the responsibilities of this position and as directed by the Association Executive Board
- b. Association Management
  - i. Ensures that the Association serves the needs and interests of the AECA membership pursuant to the mission statement and the association's bylaws and as directed by the board and its president
  - ii. Ensures that programs, activities, and services of the Association directly benefit the members and their professional well-being
  - iii. Provides leadership and vision for the association and T.E.A.C.H. Early Childhood® Arkansas
  - iv. Implements the goals and objectives outlined in the T.E.A.C.H. program contracts and Scope of Services
  - v. Serves as a resource for all statewide partners and the field on T.E.A.C.H. program issues such as education, compensation, and retention of the early care and education workforce, and provide linkages for the program to regional and national



- organizations
- vi. Provides data/reports to appropriate stakeholders and supervises the data entry as necessary
- vii. Maintains confidentiality of information on T.E.A.C.H. Early Childhood® Arkansas scholarship participants (individuals and organizations), AECA staff and board members
- viii. Attends Executive Board meetings, committee meetings, the annual conference, and other meetings as required
- ix. Assists conference chair(s) with any duties before, during, and after the annual conference
- x. Hires and retains competent, qualified staff as directed by the Executive Board.
- c. Financial Performance, Viability, and Record Keeping
  - i. Responsible for fundraising and developing other resources necessary to support the mission of both organizations
  - ii. Establishes employment and administrative policies and procedures for all functions and the day-to-day operations
  - iii. Maintains all components and reporting requirements of the Association's T.E.A.C.H. license, including full compliance with the requirements of the license, self-study, and the T.E.A.C.H. Technical Assistance Center
  - iv. Approves T.E.A.C.H. scholarship applications
  - v. Processes check requests and invoices for both organizations
  - vi. Reviews and approves contracts for services
  - vii. Responsible for financial integrity to include:
    - a) Submits to the Board a proposed annual budget and monthly financial statements that reflect the financial status of the organization
    - b) Manages fiscal operations within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position that will include spending projections.
    - c) Provides written and oral financial reports as required by the association, funders, and the national T.E.A.C.H. office.
- d. Outreach and Relationships
  - i. Initiates, develops, and maintains cooperative and productive relationships with key constituencies and stakeholders
  - ii. Identifies and engages with other stakeholders as necessary to build relationships that are congruent with the mission and vision of both organizations
  - iii. Responsible for the enhancement of both organizations' image of being active and visible in the community and by working closely with other professional, civic, and private organizations in a mutually beneficial way
  - iv. Serves as the primary spokesperson to the organizations' constituents, the media, and the general public
  - v. Seeks input to improve services and overall organizational effectiveness
  - vi. Maintains the Association website and social media accounts
  - vii. Promotes the organizations to potential members, scholars, partners, and funders
  - viii. Develops and maintains all program marketing materials
  - ix. Works with the T.E.A.C.H. Advisory Panel to develop policy and plan future growth

- e. Advocacy
  - i. Stays informed of state and federal policies that affect the early care and education workforce and the families of young children in Arkansas
  - ii. Works with the Board, related sub-committees, Advisory Panel, and partners to determine and carry out an annual public policy agenda
  - iii. Actively pursues partnerships, resources, and relationships that support the Association's policy agenda

**B. Association Manager/T.E.A.C.H. Early Childhood® Arkansas Counselor**

1. Qualifications

- a. Bachelor's degree in Early Childhood Education or a role-related field (child development or social work)
- b. Minimum of two years related experience with emphasis or education in mentoring/coaching preferred
- c. Bookkeeping experience preferred; proficiency with computer technology, word processing, spreadsheet and database software
- d. Excellent interpersonal and organizational skills
- e. Excellent oral communication skills including the ability to effectively present information and respond to questions
- f. Excellent written communication skills including written reports and business correspondence
- g. Ability to work with diverse individuals and organizations
- h. satisfactory references

2. Responsibilities

- a. Scholarship Management
  - i. Responds to requests for information and application materials
  - ii. Assists in recruiting scholarship participants
  - iii. Answers questions and discusses the scholarship project with child care center directors, owners, colleges, teachers, and family child care providers
  - iv. Assists center directors, owners, and child care staff with completing enrollment forms
  - v. Reviews and processes applications and awards scholarships with approval from the Executive Director/T.E.A.C.H. Manager and/or the T.E.A.C.H. Early Childhood® Arkansas Advisory Panel. Generates award letters and accompanying forms
  - vi. Reviews recipient files to monitor scholarship components
  - vii. Authorizes charge approvals for tuition and books
  - viii. Processes reimbursement invoices from scholarship recipients/sponsoring programs
  - ix. Notifies scholarship recipients about raises/bonuses
  - x. Counsels scholarship recipients about course selection and additional potential financial aid sources
- b. Relationships with community colleges/universities
  - i. Proactively maintains good working relationships with early childhood coordinators at colleges by contacting them a minimum of one time per quarter

- ii. Provides college early childhood coordinators and finance officers a list of students approved for scholarships each quarter/semester
- c. Data Collection and Recordkeeping
  - i. Distributes updated quarterly membership lists to each AECA affiliate
  - ii. Tracks award letters and related information
  - iii. Enters data for scholarship recipients and sponsors in the database in an accurate and timely manner
  - iv. Tracks all invoices for reimbursement from scholarship recipients/sponsor
  - v. Secures adequate and accurate information to make appropriate payments to scholarship recipients/sponsors/colleges
  - vi. Tracks all raises/bonuses for scholarship recipients
  - vii. Maintains accurate records of all Association and T.E.A.C.H. contacts in file/database
  - viii. Tracks wage progression in file/database
  - ix. Maintains and regularly updates lists of recipients/sponsors according to individual status
  - x. Obtains information necessary to report on individual recipient program status, based on quarterly program participation
  - xi. Provides statistical information on participant progress to the Executive Director/T.E.A.C.H Manager, as requested
- d. Counseling
  - i. Sends notices to scholarship participants explaining the counseling role and willingness to serve as an advocate.
  - ii. Makes a minimum of three contacts per quarter/semester to each scholarship recipient.
  - iii. Provides academic and career counseling to scholarship recipients, as requested.
  - iv. Provides personal counseling, as needed, to scholarship recipients. Offers support, discusses strategies, and makes appropriate referrals to help the student. (Note: The counselor is an advisor and is not a therapist nor qualified to offer counsel on personal issues.)  
All matters must be handled on a case-by-case basis.
  - v. Establishes and supports a professional learning community for peer-to-peer support
  - vi. Assists with maintaining director/owner/teacher relationships
- e. Outreach and Project Recruitment
  - i. Makes presentations at college early childhood classes, conference sessions, and meetings, as appropriate
  - ii. Assists in project marketing and advocacy as requested
- f. Annual Conference
  - i. Assists conference chair(s) with duties before, during, and after the annual conference
  - ii. Attends conference committee planning meetings
- g. General
  - i. Maintains confidentiality of information on T.E.A.C.H. Early Childhood® Arkansas scholarship participants (individuals and organizations), AECA staff and board members
  - ii. Maintains positive working relationships with scholarship recipients, colleges, representatives of participating early childhood programs, and other agencies

- iii. Attends Executive Board meetings, committee meetings, the annual conference, and other meetings as required
  - iv. Proactively maintain good working relationships with Association staff, Executive Board, and members
  - v. Performs other duties as assigned by the Executive Director/T.E.A.C.H. Manager or the Executive Board
- h. Financial
- i. Receipts and disbursements
  - ii. Post ledgers
  - iii. Banking - Checking and Savings
  - iv. Quarterly financial reports:
    - (1) For auditing purposes
    - (2) For Finance Commission
  - v. Prepare and submit Form 990A to IRS with photocopy to SECA
  - vi. Comply with AECA Financial Policies as established by the Executive Board
  - vii. Serve as ex-officio member of the Finance Commission and Executive Board
- i. Mail
- i. Maintains post office box, ensures that mail is checked daily and disseminated to the proper persons
  - ii. Deposits money for bulk mailings
- j. Membership
- i. Sends renewal reminders on the 20<sup>th</sup> of every month for memberships expiring the following month
  - ii. Collects membership dues, processes and distributes appropriate monies to SECA and to local affiliates as directed by the AECA Executive Board
  - iii. Maintains correspondence pertaining to membership
  - iv. Maintains up-to-date membership data
  - v. Assists Membership Committee with other membership mailings
  - vi. Supervises the membership desk at conference
  - vii. Distributes updated membership lists to each affiliate (The Executive Board shall prohibit any person from distributing lists of members to any entity for purposes not directly related to Association business.)

### 3. Executive Board

- a. Attends all meetings
- b. Presents information as requested by the President and the Executive Board
- c. Prepares and disseminates information as requested by the President
- d. Assists the Treasurer/Finance Commission in preparing annual budget
- e. Other specific responsibilities may be added as approved by the Executive Board
- f. Prepares lists of officers and distributes to Executive Board and affiliate presidents
- g. Prepares changes to AECA Policy Manual and to the Conference Policies and Guidelines and distributes to updated documents to Executive Board members and to Conference Chairs (Co-Chairs) and Conference Program Chairs (Co-Chairs)
- k. Conference: Refer to Policies for AECA Conference
  - i. Attends annual AECA conference
  - ii. Brings up-to-date membership file to conference
  - iii. Checks registration against membership files

- iv. Makes conference deposits
- v. Brings change and change boxes for membership, registration, and AECA booths
- vi. Supervises registration desk
- vii. Brings nominations for Outstanding Member Award and forms for review by the Executive Board
- viii. Brings applications for Maggie Reynolds/Deltha Sharp scholarship for review by Executive Board
- ix. Brings applications for Kathy Stegall Rising Leader Award
- I. Conference Exhibits
  - i. Contracts with exhibitors for booth space
  - ii. Contracts with decorator service –pipe and drape
  - iii. Works with Conference Chair (Co-chairs) to supervise exhibits prior to and during the conference

#### **IV. Commissions and Committees**

##### **A. Finance Commission**

###### 1. Purpose:

- a. To review and advise the Executive Board with respect to present and future financial affairs of the Association Executive Board and its activities
  - i. Conference
  - ii. Publications
  - iii. Staff/Contracts for service
  - iv. Other areas as designated by the Executive Board

###### 2. Membership

- a. The AECA treasurer serves as chairperson.
- b. Members are the President, President-Elect, Vice-President for Communications, Vice-President for Membership, and SECA Representative.
- c. The Association Management representative or Association Manager serves as an ex-officio non-voting member.

###### 3. Responsibilities

- a. Examines all financial records of the Association
- b. Conducts an annual review of the AECA Financial Policies and recommends changes to the Executive Board
- c. Drafts and recommends the annual budget to the Executive Board
- d. As part of the budget planning process, sets mileage reimbursement rate each year.
- e. Reviews and revises the budget for current year; recommends adjustments to the Executive Board as necessary
- f. Drafts a conference budget (with input from the President-Elect and the Conference Chair (Co-chairs) for the consideration of the Executive Board, including all projected income and expenses such as registration fees and speaker honoraria.

- g. Advises Commissions and Committees on financial affairs
  - h. Recommends compensation for the Executive Director and the Association Manager or makes recommendation for contract of association management
  - i. Receives and recommends to the Executive Board bids for the annual audit
  - j. Insures compliance with IRS procedures
  - k. Determines and recommends needs for fundraising. Upon approval by the Executive Board, coordinates fundraising activities.
  - l. Advises and assists local affiliates with financial planning as needed
4. Responsibilities of Finance Commission Chair
- a. Prepares agenda for meetings of the Finance Commission in consultation with the Association Manager
  - b. Presides at all meetings of the Finance Commission
  - c. Identifies a recorder for Commission business conducted
  - d. Maintains accurate and up-to-date records
  - e. At the end of term of office, transfers all records and materials related to the Finance Commission to the incoming Treasurer
5. Allowed Expenses for Finance Commission
- a. All expenses must be submitted on AECA vouchers to the Association Manager with receipts/bills/statements attached
  - b. All questionable expenses will be resolved by the Finance Commission
  - c. Postage
  - d. Copies of budgets and financial reports

## **B. Membership/Affiliate Services Committee**

1. Purpose
- a. To promote awareness of the purposes of AECA and the benefits of membership
  - b. To support local affiliates in their work
  - c. To develop leadership at both the state and local level
  - d. To insure diverse representation in all AECA functions
  - e. To provide scholarship opportunities for members to attend SECA conferences
2. Membership
- a. The Vice-President for Membership serves a two-year term as Chairperson
  - b. Each Member-at-Large serves a two-year term on the Committee
  - c. Other members as appointed by the President (ex. previous board members, members who would make good future leaders)
3. Responsibilities
- a. Oversees the work of the following ad hoc committees
    - i. Scholarship Committee
    - ii. Scholarship fundraiser(s)

4. Awareness of benefits of AECA membership (Ad hoc committee may be appointed for this project)
  - a. Work with the Conference Chair (Co-chairs) to set up and staff the membership table at the AECA Conference
  - b. Set up and staff (if appropriate) membership/information table at meetings/conferences of related organizations
  - c. Seek out target groups to contact for potential members
  - d. Direct that letters and marketing materials about AECA be sent to target groups
  - e. Review and recommend changes to the Executive Board for membership marketing materials to be distributed to potential members
  
5. Scholarship Committee (Ad Hoc)
  - a. Purpose
    - i. To implement established procedures for selecting AECA members as scholarship recipients of the Maggie Reynolds/Deltha Sharp Scholarship Award. The award was instituted by the AECA Executive Board to memorialize two individuals who displayed uncommon dedication and commitment to AECA. Maggie Reynolds was a pioneer in developing the organization that is now AECA. Deltha Sharp was a tireless worker in AECA.
    - ii. To select an eligible recipient from nominees for recommendation to the Executive Board
  - b. Eligibility Criteria for Award
    - i. Nominee is a member of AECA.
    - ii. Nominee has never attended a SECA Conference outside Arkansas.
    - iii. Nominee displays dedication and commitment to AECA goals.
    - iv. Nominee displays leadership potential.
  - c. Membership of Committee
    - i. Vice-President for Membership serves as Chair.
    - ii. President will appoint two former scholarship recipients (one to be the most recent recipient) to serve on the Committee and other members as needed
  - d. Responsibilities
    - i. Recommend an award recipient to the Executive Board
      - a) The Chair will solicit applications for the scholarship by newsletter article in the spring and summer issues of *Update* and by a letter to affiliate Presidents by August 1.
      - b) The article and letter will include:
        - Eligibility criteria
        - Information required in the nomination form
        - Deadline for submitting nominations
        - Items to be covered include registration, travel, meals, and lodging
        - Name and address of person to whom nominations are to be sent
      - c) Nominations are sent to the Association Manager, who brings them to annual conference and gives them to the Vice-President for Membership.
      - d) The Chair notifies committee members of the time and place to meet at annual conference, prior to the Executive Board meeting to review applications.

- e) From eligible nominees, the committee selects a maximum of two candidates to present to the Executive Board. The Board will consider additional scholarships when the SECA conference is held in Arkansas.
  - f) The Chair submits the names of the selected candidates, with nomination information, to the President for final selection by the Executive Board.
  - g) After the conference, the Chair submits information about the scholarship recipient(s) to the editor of *Update* for publication in the November issue.
  - h) Within one month of the Conference, the Association Manager sends a letter to the scholarship recipient(s), offering congratulations, notifying the recipient(s) of the amount of the scholarship, and explaining the procedures for payment of the scholarship.
- e. Silent Auction/Fundraising
- i. The Chair will solicit items for the Annual Silent auction by newsletter article/notice in summer issue of *Update*, by letter to affiliate Presidents by September 1, and other contacts and vendors.
  - ii. The Chair contacts the Conference Chair (Co-chairs) to determine the number and location of tables that are available for Silent Auction use.
    - a) The Chair will make a sign(s) related to the Silent Auction and display where appropriate.
    - b) The Chair notifies the Committee members of the time for set up of Silent Auction items and when they are to assist.
  - iii. The Chair recruits additional volunteers as needed to staff the Silent Auction tables during the conference.
  - iv. The Chair prepares and brings to the conference bid sheets and assists contributors in completing the bid sheets.
  - v. During the conference, the Chair and/or designee will be at the Silent Auction tables during set-up times, times of bidding, and at the close of bids.
  - vi. The Treasurer and the Silent Auction Chair are responsible for collecting and counting money from the Silent Auction.
  - vii. The Treasurer gives the money to the Association Manager for deposit into the specified account. The Chair informs the President of the amount collected from the Silent Auction.
  - viii. Within a month of the conference, the Chair submits to the President a written report of Committee activities, including:
    - a) Participation by affiliates in providing items for the Silent Auction
    - b) Amount of funds collected through the Silent Auction
    - c) Problems and recommendations
  - ix. Within a month of the conference, the Chair will write thank you notes to the affiliates and individuals who contributed items to the Silent Auction.
- e) Support of Local Affiliates and Expansion
- i. The chair maintains contact with active local affiliate organizations and groups who might like to form an affiliate.
    - ii. If it appears that an affiliate is struggling, the AECA Vice-President for Membership should contact the affiliate President and offer assistance from AECA. If a visit to the local affiliates is warranted, the Vice-President or designated representative should visit the local group to work with them in resolving the concern.
  - iii. Requests from groups wishing to affiliate are forwarded to the Vice-President for



Membership. If appropriate, the Association Manager sends the group information related to affiliation procedures. The Vice-President for Membership follows up with a phone call to determine if the group qualifies for affiliation and remains interested. If so, the Vice-President or a designated representative visits the group to assist with the affiliation procedures (refer to Affiliate Handbook).

iv. Leadership Development

- a) The Vice-President for Membership coordinates with the President-Elect to plan for the annual Leadership Workshop for the AECA Executive Board and Advisory Board.
- b) The Membership/ Affiliate Services Committee will develop and maintain a list of members to serve in leadership roles in AECA. Specifically: Officers, Conference, Committees, and Task Forces. The list will reflect the diversity of the AECA membership.
- c) The Committee will make the list available to Officers and Committee Chairs (Co-chairs) who are responsible for enlisting persons to serve in various Association roles

## C. Advocacy Committee

### 1. Purpose

- a. Increase membership awareness of issues around which policy decisions are made affecting early care and education
- b. Promotes techniques of effective advocacy and encourage active participation in shaping advocacy efforts on behalf of children and their families.
- c. Stimulates the sharing of advocacy related information, experience, and concerns within the Association and collaborates with other groups to exchange information, experience, and concerns about advocacy efforts.
- d. Establishes a network for disseminating information to the membership. The network includes at a minimum:
  - i. Members of the Executive Board
  - ii. Affiliate Presidents
  - iii. Members with specific roles in state and local government that address issues related to children and families

### 2. Membership

- a. The Chair (Co-chairs) shall be a member with a special interest in the area of advocacy who is appointed by the President.
- b. Members should represent a diverse population (gender, ethnicity, race, age, experience, and settings) and will be appointed by the President in consultation with the Membership/Affiliate Services Committee

### 3. Responsibilities

- a. Members of the Advocacy Committee shall attend one board meeting or as necessary or invited.
- b. The Chair reviews information regarding pending legislative actions (both state and federal) for relevant details and disseminates directly to the network members and to the membership through the newsletter and/or e-mail.

- c. Formulates and recommends annual goals for the Advocacy Committee
  - d. Provides information regarding resources for gathering information, techniques for advocacy, and names and addresses of Legislative Members through the AECA newsletter and other pertinent articles
  - e. Recommends to the Finance Commission a budget for advocacy activities
  - f. Prepares an educational display on advocacy at the annual conference or on association website
  - g. During legislative sessions, collects information concerning legislative actions related to early childhood issues and serves as a liaison to Arkansas Advocates for Children and Families
  - h. Becomes knowledgeable about chairs of legislative committees that have a direct impact on early childhood issues
  - i. Develops and maintains a network within the organization for information sharing
  - j. Informs the President about meetings, public hearings, and seminars that would be relevant to the organization
  - k. Assumes responsibilities for resolutions
  - l. Establishes procedures for local affiliates and individual members to offer resolutions
  - m. Reviews all resolutions received from local affiliates or members and presents them to the Executive Board
  - n. Presents to membership at annual business meeting all resolutions that meet established procedure and have been approved by the Executive Board
  - o. When resolutions have been adopted by the membership, the Advocacy Committee will disseminate copies to the appropriate Officer Expense (Miscellaneous Policies)
4. The Chair Responsibilities
- a. Involves all Committee members in addressing goals
  - b. Presides over all meetings of the Advocacy Committee
  - c. Provides to the President and the AECA office by January 1 a report of Committee work during the previous year including the following:
    - i. A copy of Advocacy Committee goals for the year
    - ii. A discussion concerning the extent to which Committee goals were or were not met
    - iii. Problems in conducting the planned work of the Committee
    - iv. Recommendations for the coming year
  - d. Attends the Leadership Workshop of the Executive Board to provide leadership to the incoming members of the Advocacy Committee
  - e. Transfers all materials and records related to the Advocacy Committee to the incoming Chair at the Leadership Workshop of the Executive Board
  - f. Reminds Committee members of communication policies: “This packet of information is for informational purposes only. Individual and personal views should not be communicated as reflective of the AECA organization.”
5. Keeps dated documentation outlining AECA’s activities during each legislative session. The President will be responsible for archiving this documentation and will turn it over to the incoming President. A summary should be shared at each Executive Board Meeting.

6. Allowed Expenses for the Advocacy Committee
  - a. Mailing materials to committees and affiliates
  - b. Bulk mailing as recommended by the Executive Board

#### **D. Professional Development/Conference Committee (Standing)**

1. Purpose
  - a. To assist in promoting the professional development of the membership through annual conferences and educational exhibits and to promote awareness of the Association and the work of its members
2. Membership
  - a. The President serves as Chair
  - b. The President-Elect and Treasurer serve as members of the Committee
  - c. The Chair appoints a committee if needed, including a designated member to take accurate notes.
3. Responsibilities
  - a. Oversees the work of the Service Project Ad Hoc Committee
  - b. Sets up a booth at state and local conferences to sell AECA products and promote awareness of membership, including applications for membership
  - c. Coordinates educational/non-commercial exhibits at annual conference
  - d. Recommends to the Executive Board additional professional development/conference projects for consideration and oversees any approved by the Board
4. Annual Conference
  - a. The President screens applications for Conference Chair (Co-chairs) and Program Chair (Co-chairs) and forwards applications of qualified candidates to the Executive Board.
  - b. The Conference and Program Chair (Co-chairs) plan the annual conference according to conference guidelines.
  - c. Conference Chair (Co-chairs) submits written conference reports to President for reporting to Executive Board
5. Service Project (Ad Hoc Committee)
  - a. The President-Elect serves as Chair.
  - b. The President-Elect appoints AECA members for a Committee (if needed).
  - c. At the first meeting of the year, the President-Elect presents for board approval the identified service project, including packets and any available information
  - d. The President-Elect contacts each local affiliate President sending packets to those not present at the Executive Board meeting, and discusses with her/him information about the service project.
  - e. The President-Elect follows up with each affiliate mid-year to determine their progress on the project and reports to Board.
  - f. Contact membership through various communication means available (*Update*, website, and electronic communication)
  - g. The Committee develops a timeline for the implementation of the project.

- e. Member Awards Committee (Ad Hoc)
  - a. Purpose
    - i. To implement the established procedures for the selection of the AECA Outstanding Member Award and the Kathy Stegall Emerging Leader Award
  - b. Membership
    - ii. The President serves as chairperson and a representative of the Executive Board.
    - iii. Two previous recipients, one for each award, appointed by the President
  - c. Criteria for Awards
    - iv. Outstanding Member Award Criteria
      - i. Has been a member in good standing of AECA for a minimum of five years
      - ii. Has shown active leadership in both the local and state organizations
      - iii. Has been actively engaged in early childhood activities in Arkansas
      - iv. Has a record of interest and participation in activities of AECA and demonstrates a knowledge of AECA aims and objectives
      - v. Is nominated by a local affiliate or by a current AECA member by the deadline stated in the request for nominations. A nomination from an affiliate must be signed by the affiliate President.
      - vi. Cannot be a current member of the AECA Board
    - v. Kathy Stegall Emerging Leader Award Criteria
      - i. Has been a member in good standing of AECA for a minimum of 3 years
      - ii. Has been in the field of early care and education and/or youth development in Arkansas for a minimum of 3 years
      - iii. Has not previously received the award
  - d. Responsibilities and Procedures
    - i. The President solicits nominations through a letter to each affiliate president in May and an article in the summer issue of *Update*. The letter and newsletter article include the criteria for the award, a request for a statement regarding why the person nominated is deserving of the award, and the deadline for submission.
    - ii. The Association Manager receives the award nominations and logs the dates of receipt
    - iii. The President appoints two previous award recipients to serve on the Committee and notifies Committee members of the time and place to screen nominations.
    - iv. The Association Manager sends copies of the nomination forms received and the forms for screening nominations to the Committee prior to Committee meeting.
    - v. Prior to October 1, the Committee meets, screens nominations, and selects no more than three candidates for each award to give to the President. The President presents the names of individuals to the Executive Board for consideration and final selection.
    - vi. The President presents the awards at the time designated by the Executive Board.
    - vii. The President provides the newsletter editor with a short biography of the recipient for an article in the November issue of *Update*.
    - viii. A suggested form for the committee to use in screening nominees for the Outstanding Member Award and the Kathy Stegall Emerging Leader Award can be found in this document.
  - e. Allowed Expenses for the Member Awards Committee
    - i. Postage,
    - ii. Plaques for awards
    - iii. Certificates

## AECA Outstanding Member Award

Person Nominated \_\_\_\_\_

Nominated by \_\_\_\_\_

Date nomination received \_\_\_\_\_

CRITERIA	Meets Criteria	
	Yes	No
1. Has been a member in good standing of AECA for a minimum of five years		
2. Has shown active leadership in both the local and state organization		
3. Has been actively engaged in early childhood activities in Arkansas		
4. Has a record of interest and participation in activities of AECA and demonstrated a knowledge of AECA aims and objectives		
5. Has been nominated by a local affiliate and the nomination form is signed by the affiliate president  OR  Has been nominated by a current AECA member (membership verified).		
6. Nomination submitted on or before the deadline stated in the request for nomination		
7. IS NOT A CURRENT MEMBER OF THE AECA BOARD		
This nominee should be considered by the Executive Board to receive the Outstanding Member Award.		

# Arkansas Early Childhood Association

## Kathy Stegall Emerging Leader Award

### Definition of the Award

The Kathy Stegall Emerging Leader Award recognizes newer members of the organization who are already making a significant contribution to the Arkansas Early Childhood Association and to the field of early care and education and/or youth development in Arkansas and have demonstrated the potential for leadership and continuing service to the organization and to the field.

### Criteria for consideration

The following must be met for the nominee to be considered:

1. Has been a member in good standing of AECA for a minimum of 3 years
2. Has been in the field of early care and education and/or youth development in Arkansas for a minimum of 3 years
3. Has not previously received the award

The next five sections (A-E) will provide guidelines to support your nomination. Each section includes examples of what would meet the criteria, but this is not an all-encompassing list. While you do not have to have documentation of each criteria, you will need to make sure all the required supporting documentation as requested below is submitted for review.

#### A. Has made a significant contribution to AECA

- Has submitted proposals and presented workshops at one or more conferences
- Has assumed responsibility for a conference event or other event sponsored by the organization
- Has served on an AECA Committee
- Has served on the AECA Board
- Has submitted article(s) for AECA UPDATE
- Has been active in a local affiliate by serving as an officer and/or presenting programs
- Has represented AECA at the SECA Conference by attending, by presenting a workshop session, or by volunteering for a conference task

#### B. Has made a significant contribution to the field of early care and education and/or youth development

- Is creative and innovative in the execution and expansion of job responsibilities
- Is a registered trainer in the professional development system in Arkansas and has conducted numerous trainings

#### C. Demonstrates the potential for leadership

- Has agreed to run for AECA office if asked
- Volunteers to take a lead role in an AECA or local affiliate event
- Carries through with roles and responsibilities
- Establishes events for families in his/her local program or community

- Plans events to celebrate Arkansas Children’s Week at either the state or local level
  - Has led an advocacy event
- D. Demonstrates the potential for continuing service to the field of early care and education and/or youth development
- Participates in professional development activities above required level
  - Is recognized for his/her achievements by peers, colleagues, members of AECA and other professional groups
- E. Promotes and supports others in their professional growth and development
- Is available to others when they need support and encouragement in their professional development
  - Involves others in activities and events of AECA and/or local affiliates and in other professional organizations
  - Gives accolades to others for their achievements

## Supporting Documentation

1. Description of the nominee’s significant professional achievements
2. Assessment of the nominee’s potential for leadership and continued excellence

To show that the above criteria have been met, please include the following information.

- Accomplishments: Describe the nature and quality of the nominee’s work, noting special achievements, innovation, initiative, and demonstration of leadership
- Service: Describe the nominee’s service to AECA and other professional associations, evidence of professional leadership roles, and significant contributions
- Visibility and Recognition: Describe the extent to which others (peers, colleagues, members, etc.) recognize the nominee’s achievements.
- Major Current Undertakings: Describe work and other activities in which the nominee is currently engaged that indicate career growth and demonstrate significant potential.

Please consider the following.

- letters of support to be submitted with the nomination
- resume of the nominee
- contact information for the person making the nomination

Submit nominations to the AECA office via email: [info@arkansasearlychildhood.org](mailto:info@arkansasearlychildhood.org)

Deadline for nominations to be received by AECA: September xx, 20xx

The recipient of the award will be announced during the General Session on Friday, October xx, 20xx.

## **E. Long-Range Planning Committee**

1. Purpose
  - a. Provides continuity to the Executive Board
  - b. Provides guidance in long-range planning for the Association, setting the Association goals including leadership opportunities, nominating committee, and annual conference.
2. Membership
  - a. The AECA Representative to SECA serves as Chair of the Committee.
  - b. The President, President-Elect, and Treasurer shall serve on the committee.
  - c. The President, with input from the SECA Representative, shall appoint an Association Past-President, a past Conference Chair or Co-Chair, and other members to serve on the Committee.
3. Responsibilities
  - a. Recommend to the Executive Board long-range Association goals, objectives, and strategies for the next two to three years
  - b. Review annually the progress made in reaching the goals and objectives and update the long-range plan as needed
  - c. Recommend to the Executive Board the following plans for the annual conference three (or more) years in advance.
    - i. Conference dates
    - ii. Conference sites
    - iii. Focus/theme
    - iv. Keynote speakers

## **F. Nominating Committee (Ad Hoc)**

1. Purpose
  - a. To prepare a dual slate of Officers to be voted on by the membership, and ensure that elections are held according to established policies
  - b. Elections for SECA Representative are held every three years beginning in the year 2000 and are held no later than mid-February
  - c. Elections for all other officers are to be held in time for new officer placement in January
2. Membership
  - a. The Vice-President for Membership/Affiliate Services serves as the Chair and representative of the Executive Board
  - b. The four Members-at-Large will serve as members of the Nominating Committee
  - c. The Chair presides at all meetings of the Committee.
    - i. Ensures that all Committee work is completed according to the Committee time line
    - ii. Submits a slate of candidates to the Executive Board as stated in the Association bylaws
      - a) The slate for SECA Representative must be presented at a board meeting and in coordination with assuming duties with the SECA Board



- b) The slate for all other offices must be presented in July and approved by the Executive Board by September 1 each year. The ballot is issued at the direction of the President.
- 3. Reviews Elections Policies to determine offices for which nominees must be obtained
- 4. Sends a letter to each affiliate President and to each Member-at-Large and an article/notice to the Newsletter Editor with the following information.
  - a. Officers to be elected and term of each (number of years, date to take office)
  - b. Brief summary of responsibilities
  - c. General criteria for nominees
  - d. How to nominate (nomination form)
  - e. Deadline for submitting nominations
  - f. Date of election
- 5. Involves Members-at-Large in reviewing nominations and selecting nominees for each office
- 6. Requests short biography and photo from each candidate to be printed in an AECA publication
- 7. Provides to Association Manager the ballot information including a photo and selected information from biography of each candidate for publication
- 8. Sees that ballots are counted by an objective group of two or three persons or electronic program and that President receives election results for announcement as soon as results are available.
- 9. After elections, provides newsletter editor results to be printed in a future issue of *AECA Publication*

**G. Communications/Publications Committee (Standing)**

- 1. Purpose
  - a. The Communications/Publications Committee oversees all publications of AECA. It is responsible for overseeing the *AECA Update* and any other publications developed by and for AECA. All communications/publications should have the express purpose of either enhancing communication among association members or enhancing the professional development of association members.
- 2. Membership
  - a. The Vice President for Communications serves as Chairperson and Editor of *Update* for a term of two years
  - b. The President, with input from the Vice-President for Communications, shall appoint Committee Members as needed.

3. Responsibilities
  - a. Recommends to the Executive Board guidelines, editorial policies, and procedures for the AECA Newsletter and other communications
  - b. Seeks necessary articles, manuscripts, and photographs for the newsletter AECA *Update* and other communications
    - i. Directs all aspects of the communications and publications of AECA *Update* or other communications
    - ii. Recommends to the Executive Board additional publications or communications for consideration
    - iii. Recommends to the Finance Commission changes in budget allocations for publications or communications
    - iv. Maintains records and information pertaining to the history of the organization
    - v. Any written communication that is distributed to individuals on behalf of or representing the organization must have prior approval by the president and should be on official AECA letterhead
  
4. AECA *Update*
  - a. Purpose
    - i. To inform members of the business of the organization
      - a) Elections (soliciting nominations and ballots)
      - b) Membership application
      - c) Outstanding Member Award nominations
      - d) Scholarship nominations
      - e) Conference registration
      - f) Membership meeting notices
      - g) By-laws amendment notices
    - ii. To inform members of AECA activities
      - a) Annual conference
      - b) Arkansas Children's Week
      - c) Advocacy action
      - d) Service Project
    - iii. To inform members of education/training opportunities in the state
    - iv. To present affiliate news
    - v. To present SECA news
    - vi. To publish a calendar of event
    - vii. Affiliates upcoming events
    - viii. To enhance the professional development of Association members
  - b. Editor's Responsibilities for *Update*
    - i. Prepares four issues a year as per schedule for dissemination to current membership
    - ii. Solicits contributions four to six weeks prior to the publication and notifies members of the deadline for submitting articles and information
    - iii. Follows up on contacts
    - iv. Solicits affiliate contributions to *Update*
    - v. Solicits articles for *Update*
    - vi. Maintains a list of contacts in the state for information about training opportunities and contacts them at least once annually

- vii. Sends a copy of *Update* to the Association Manager one week prior to the release date for distribution electronically
- viii. Proofs copy (or delegates this responsibility) of *Update* prior to release date (see the Update Calendar chart)
- c. Suggested Publication Dates and Content
  - i. Standard columns
    - a) President's message
    - b) SECA news
    - c) Calendar of events
    - d) Conference information
    - e) Training opportunities
    - f) Upcoming affiliate events
  - ii. Historical materials
    - 1. Updates
    - 2. Reports from officers submitted annually
    - 3. Information regarding affiliates and their activities
    - 4. Complete listing of all board members, elected officers, scholarship and aware recipients, conference programs (hard copy and electronic), and SECA conference program for each year
- 5. Allowed Expenses for Communications/Publications Committee
  - a. Postage

## Update Calendar

<p><b><u>Winter Update</u></b></p> <ul style="list-style-type: none"><li>*SECA Conference Update</li><li>*Advertise for location/date of next SECA Conference</li><li>*Call for proposals</li><li>*Date for AECA Conference</li></ul>
<p><b><u>Spring Update</u></b></p> <ul style="list-style-type: none"><li>*Call for proposals (if date has not yet passed)</li><li>*Advertise for both the SECA and AECA Conferences</li><li>*Arkansas Children's Week Highlights</li></ul>
<p><b><u>Summer Update</u></b></p> <ul style="list-style-type: none"><li>*Advertise for both the SECA and AECA Conferences</li><li>*Conference Service Project</li><li>*Members interested in running for board positions</li><li>*Scholarship information</li><li>*New dates for affiliate meetings if known</li></ul>
<p><b><u>Special Communication</u></b></p> <ul style="list-style-type: none"><li>*Conference registration</li><li>*Awards nomination forms (Outstanding Member, Kathy Stegall Emerging Leader, and Helen Harley/Deltha Sharp award forms).</li></ul>
<p><b><u>Special Communication</u></b></p> <ul style="list-style-type: none"><li>*Ballots for voting</li></ul>
<p><b><u>Fall Update</u></b></p> <ul style="list-style-type: none"><li>*Post open position for Conference or Program Chair (depending on year)</li><li>*SECA Conference information</li><li>*Recap of the conference/photos</li><li>*Write-up on person chosen as outstanding member</li></ul>
<p><b><u>To be included in all newsletters</u></b></p> <ul style="list-style-type: none"><li>*President's Update</li><li>*Affiliate News</li><li>*Member submissions</li><li>*Optional: SECA Update from SECA Representative and/or Policy Update from Policy Representative</li></ul>



