

Dear Arkansas Family Child Care Association Member:

The annual association election will be conducted December 1, 2020-December 15, 2020. Nominations are open now until November 25 for the following positions. Please nominate or volunteer for the following positions. The more members who become involved with our association, the better AFCCA will represent the family childcare homes of Arkansas. All nominees must be current members of AFCCA. Please respond to this email with your nominations.

Nominations are now open for the following positions:

**First Vice President-Publications**  
**TWO YEAR TERM OF OFFICE**

**Duties:**

Attend all AFCCA Executive Board Meetings. Will handle all general publications of AFCCA to association members through electronic and postal mail systems. First Vice President will be in charge of coordination with Second Vice President of Membership/Treasurer the printing of ballots and verification of membership. Handle all media releases and PR of AFCCA with permission of the AFCCA Executive Board. Holds one vote on the AFCCA Executive Board.

**Second Vice President-Membership/Treasurer**  
**Two Year Term of Office**

**Duties:**

Attends all AFCCA Executive Board meetings. Will maintain a list of all current members with vital information, including addresses, phone numbers and emails. Will coordinate with the Immediate Past President and four Members-At-Large as a hospitality representative for new members of AFCCA/AECA. Will provide membership information to AFCCA Executive Board members when requested. Will organize membership drives and work with First Vice President of PR for membership around the state as directed by the AFCCA Executive Board. Will be responsible for providing accounting balance sheet each quarter to all AFCCA Executive Board members on paper, by postal mail, or as email. Will give an accounting of AFCCA monies collected at each Executive Board Meeting, or at any time requested by AFCCA President. Will be the second signature on all AFCCA checks, along with the AFCCA President, or President-Elect, or Secretary. Will be responsible for making deposits in a timely manner. Will be responsible for taking official meeting minutes of the AFCCA Executive Board in the absence of the Secretary.

## **Secretary/Historian**

### **TWO YEAR TERM OF OFFICE**

#### **Duties:**

Attends all AFCCA Executive Board meetings. Will take official minutes at all AFCCA Executive Board meetings. Will handle all official correspondence of AFCCA to local, regional, state and national agencies, as approved by the AFCCA Executive Board. Official letters to these agencies will have the signature of the President, President-Elect and Secretary, and must be approved by the AFCCA Executive Board; by majority vote. The secretary can be a second signature on AFCCA checks in the absence of the treasurer. Holds one vote on the AFCCA Executive Board.

## **Historian**

### **TWO YEAR TERM OF OFFICE**

**Will be historic recorder of AFCCA business, by maintaining an official scrap book with pictures or written media.**

#### **Duties:**

Attends all AFCCA Executive Board meetings. Will keep historic records of all AFCCA Board meetings and conferences. Will assist the First Vice President of Publications with general publications and proof reading of all media that goes out. The historian will also be responsible for a phone tree set up by the AFCCA association to contract all AFCCA general membership. The phone tree will be coordinated between the historian and the second vice president of membership. Only by the majority vote of the AFCCA Executive Board will the phone tree be utilized. Holds one vote on the AFCCA Executive Board.

## **Member-At-Large District #1**

### **TWO YEAR TERM**

Counties that are in District #1: Benton, Carroll, Boone, Marion, Baxter, Washington, Madison, Newton, Searcy, Crawford, Franklin, Johnson, Pope, Van Buren, Sebastian, Logan, Conway, Yell, Logan, Scott

## **Member-At-Large District #2**

### **TWO YEAR TERM**

Counties that are in District #2: Fulton, Randolph, Clay, IZard, Sharp, Stone, Lawrence, Greene, Mississippi, Independence, Cleburne, Jackson, Poinsett, White, Woodruff, Cross, Crittendon, Craighead

## **Member-At-Large District #3**

### **TWO YEAR TERM**

Counties that are in District #3: Faulkner, Perry, Pulaski, Lonoke, Saline, Garland, Grant

**Member-At-Large District #4**  
**TWO YEAR TERM**

Counties that are in District #4.

Polk, Montgomery, Hot Springs, Sevier, Howard, Pike, Clark, Dallas, Little River, Hempstead, Nevada, Quachita, Calhoun, Union, Columbia, Lafayette, Miller

**Member-At-Large District #5**

Counties that are in District #5: Prairie, St Francis, Monroe, Lee, Phillips, Arkansas, Jefferson, Cleveland, Lincoln, Desha, Drew, Bradley, Ashley, Chicot

**MEMBERS-AT-LARGE DUTIES**

**Duties:**

Attends all AFCCA Executive Board Meetings. Will be the representative for their specific districts (counties) of Arkansas. They will speak for their membership in their districts by presenting to the AFCCA Executive Board their area's needs and requirements that the AFCCA Association need to address. Member-At-Large will coordinate with the Second Vice President of Membership to organize membership drives in their area. MAL will be responsible for sending in relevant information about events taking place in their districts to the First Vice President of Publications, so they can have media exposure. MAL will be given FCC Conference duties y the Immediate Past President to carry out. MAL will be responsible for helping to host local meetings or other events hosted by AFCCA. MAL will be responsible to give a district report to the FCCA Executive Board twice a year. Each MAL will hold one vote on the AFCCA Executive Board.