

DESCRIPTIONS OF 2022 OPEN BOARD POSITIONS

(Two year terms)

President:

Must first serve two years as President-Elect

1. Qualifications:

- Has demonstrated abilities in the areas of management and administration.
- 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 leadership role in early childhood education profession (ex. Attending conference, serving on committees, volunteering and or presenting at conference)
- Has been actively engaged in early childhood education, child development, developmental psychology, or related areas.

2. Duties and responsibilities:

- Provides leadership in planning and implementing AECA goals and activities with Executive Director
- Oversees Board Members in their assigned responsibilities for commissions and committees
- Assists Long-Range Planning Committee in formulating annual AECA goals and distributes to the Executive Board and to affiliate presidents
- Serves as a member of the Executive Committee
- Serves as a member of the Finance Commission
- Serves as a member of the Long-Range Planning Committee
- Serves as chairperson of Outstanding Member Award Committee
- Appoints committees, attending to need for diversity of membership and representation of specific interest groups
- Plans and presides at meetings of the Executive Board according to the current edition of *Robert's Rules of Order*.
 - Establishes meeting sites, times and agendas for:
 - i. Annual conference Board Meeting
 - ii. February Board Meeting
 - iii. Summer Board Meeting
 - iv. 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
 - v. Invites members of the Advisory Board to all open meetings of the Executive Board
 - vi. Requests written reports from affiliate Presidents (electronic format preferred)
 - vii. Requests written reports from Commission and Committee Chairs (electronic format preferred)
- Establishes, in coordination with President-elect, meeting site, time and agenda for Leadership Workshop. It is recommended that the Leadership Workshop be held the afternoon before the Annual Conference Board meeting.

- 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*
- In consultation with the Vice President for Membership and the Association Manager/Management, notifies local affiliates of status regarding minimum requirements for maintaining affiliation
- Following elections, notifies all candidates of the outcome of the election
- 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
- Coordinates with the AECA Representative to SECA the activities of AECA and those of SECA.
- Represents AECA at the SECA Leadership Workshop:
 - Reports on activities of AECA
 - Prepares any materials required for the SECA Leadership Workshop
- Participates in the flag ceremony at the opening general session of the SECA Conference
- Serves as Official Representative of AECA or designates a Representative to other advocacy groups in the state
- 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 that 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
- Files with the AECA office for historical purposes a complete and accurate record of all important business matters, documents, and accomplishments of her/his years as President

President-Elect:

**Will serve as President-Elect for two years and then serve as President for two years.
Preferable to have past or current AECA Board experience**

1. Qualifications:

- Has demonstrated abilities in the areas of management and administration
- 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 leadership role in early childhood education profession (ex. Attending conference, serving on committees, volunteering and or presenting at conference)
- Has been actively engaged in early childhood education, child development, developmental psychology, or related areas

2. Duties and Responsibilities:

- Serves as a member of the AECA Executive Board and attends all meetings
- Reviews the following documents, which will be provided by the Association Management 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 preceding two years
 - v. Committee reports of preceding two years
 - vi. Current edition of *Roberts Rules of Order*
- Assists the President and Executive Director in implementing AECA programs and policies
- Serves as a member of the Executive Committee
- Serves as a member of the Finance Commission
- Serves as a member of the Long Range Planning Committee
- Presides over meetings of the Executive Board according to *Robert's Rules of Order, Revised*, should the President be unable or unwilling to preside
- Serves as Chairperson of the Professional Development/Conference Committee and coordinates all of the activities of that committee, including the following:
 - i. AECA Conference (years 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
- Recommends to AECA Executive Board other professional development/conference activities and grant sources for consideration
- Submits to Finance Commission budget recommendations for the various activities of the Professional Development/Conference Committee
- Attends SECA Leadership Workshop at the annual SECA conference
- Plans and conducts the annual AECA Leadership Workshop:
 - i. Coordinates with the AECA President in planning for a meeting site and time
 - ii. Plans program for Leadership Workshop jointly with Long Range Planning Chair/SECA Rep.
 - iii. Notifies Advisory Board Members of agenda at least two weeks prior to the workshop
 - iv. Presides over Leadership Workshop
- Names AECA committees for ensuing year prior to the start of the year
- 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.

Vice-President for Communications:

1. Qualifications:

- Has been an active member of AECA and in a local affiliate where one exists. When candidates are in communities where no local affiliate exists the candidate has taken

leadership role in early childhood education profession (ex. Attending conference, serving on committees, volunteering and or presenting at conference)

- Has been actively engaged in early childhood education, child development, developmental psychology, or related areas
- Has had experience in designing social media posts, writing/editing and/or designing publications

2. Duties and Responsibilities:

- Serves a two-year term as a member of the AECA Executive Board and attends all meetings
- Represents the Communications Committee at meetings of the Executive Board
- Serves as chairperson of the Communications Committee and coordinates all of the functions of that Committee.
- Performs tasks of the Communications Committee Chairperson as set forth in Commissions/Committees section of the AECA Policy Manual
- Maintains a history of AECA
- Serves as a member of the Finance Commission.
- Recommends to the AECA Executive Board additional publications for consideration
- Recommends to the Finance Commission annual budget for communications
- 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.

Treasurer:

1. Qualifications:

- Has been an active member of AECA and in a local affiliate where one exists. When candidates are in communities where no local affiliate exists the candidate has taken leadership role in early childhood education profession (ex. Attending conference, serving on committees, volunteering and or presenting at conference)
- Has been actively engaged in early childhood education, child development, development psychology, or related areas
- Has a working knowledge of budgeting and fiscal accountability

2. Duties and responsibilities:

- Serves concurrent two-year terms on the AECA Executive Board and Chairperson of the Finance Commission, and attends all meetings of both
- Serves as a member of the AECA Executive Committee
- Presides over all meetings of the Finance Commission
- Represents the Finance Commission at AECA Board Meetings and presents Commission reports and recommendations to the Executive Board
- Follows AECA Financial Policies as established by the Executive Board

- Presents the quarterly financial reports and the annual audit to the Executive Board and to Affiliate Presidents
- Presents Treasurer's report at the general business meeting at the annual conference
- Assists the Executive Director and Conference Chair (Co-chairs) in Conference related finances including close-out of Silent Auction
- Coordinates with Executive Director to acquire annual financial reports from local Affiliates, to review the reports and to work with affiliates to make sure reports are complete and accurate.
- In early August, contacts all Commission and standing Committee Chairpersons for budget requests and input, using current budget and financial report as guide
- In early September coordinates with the President, President-Elect, Association Manager/Management, and Conference Chair (Co-chairs) to develop a projected annual budget, including conference for next fiscal year and sends a copy to the members of the Executive Board for review
- Serves as a member of the Long Range Planning Committee
- 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.

MEMBERS AT LARGE

Qualifications:

Represents a group of underserved populations on the AECA Board (ethnicity, race, age, gender, geographic region, vocation, for example).

Duties and Responsibilities:

- Serves concurrent two-year terms as member of the AECA Executive Board, the Membership/Affiliate Services Committee, and the Nominating Committee, and attends all meetings of each.
- Assists with scholarship fundraising activities such as the Silent Auction prior to and during the AECA Conference