

DESCRIPTIONS OF 2023 OPEN BOARD POSITIONS

(Two year terms)

Vice President, Membership and Affiliate Services:

1. Qualifications:

- 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)
- Has been actively engaged in early childhood education, child development, developmental psychology, or related areas

2. Duties and Responsibilities:

- Serves a two-year term as a member of the AECA Executive Board and attends all meetings
- 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
- Represents the Membership/Affiliate Services Committee at meetings of the AECA Executive Board and presents Committee reports and recommendation to the Executive Board
- Performs tasks of the Membership/Affiliate Services Committee as set forth in Commissions/Committees section of the AECA policy manual
- Serves as the Executive Board liaison to local groups wishing to affiliate
- Provides support directly, or through a representative, to affiliate groups as needed or requested
- Communicates with local affiliate Presidents and Membership Chairs concerning AECA membership
- Works with AECA President and Association Manager annually to verify that local affiliates meet the minimum requirements for maintaining affiliation
- Assists the President in identifying members for Task Forces and Committees that insures diversity
- Assists the President-Elect in planning the Leadership Workshop for local affiliate Officers and Executive Board Members
- 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

Secretary:

1. Qualifications:

- 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)

- Has been actively engaged in early childhood education, child development, developmental psychology, or related areas
- Has a good knowledge of the current edition of *Robert's Rules of Order* (or meeting procedure), word processing programs, and/or is able to effectively record notes of meetings

2. Duties and Responsibilities:

- Serves a two-year term as a member of the AECA Executive Board and attends all meetings
- Serves as the official recordkeeper of AECA business
- Records minutes of Executive Board meetings and Finance Committee meetings according to the current edition of *Robert's Rules of Order*
- Disseminates minutes to members of the Executive Board and Affiliate Presidents within two weeks after each meeting
- Maintains a file of the AECA Treasurer's reports, annual audits, and committee reports
- Attends to necessary correspondence of the Association and assures that the AECA Association Manager retains correspondence on file
- 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.
- Distributes copies of the revised pages to Executive and Advisory Board Members
- Prior to the Leadership Workshop, works with the Association Manager to update Continuity Kits (policy manual, affiliate handbook, timeline, etc.)
- At the Leadership Workshop, distributes Continuity Kits to incoming AECA Board Members and Affiliate Presidents
- 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

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