



arkansas early childhood association

Northwest Arkansas Early Childhood Association Affiliate

Position: Members-at-Large (representing Washington and Benton County)

Term: 2 years

Board Responsibilities:

-Attend NWAECA Board meetings.

-Attend NWAECA affiliate meetings.

-Serve on planning committees, attend community functions (as available), and support the Arkansas early childhood community.

Monthly Meeting Duties:

-Review calendar to determine if the upcoming meeting will be hosted in your county. If so, take the lead in coordinating. If not, assist and support the designated Members-at-Large.

For in-person meetings:

- Purchase needed refreshments and paper goods as needed.
- Bring storage container and rotate with appropriate Members-at-Large at each meeting.
- Arrive at the host site by 6:00pm on the night of the meeting and assist and/or set-up a refreshment table.
- At the conclusion of the meeting, assist with cleaning up refreshments. If refreshments were purchased by NWAECA, offer to leave perishable refreshments with the host site.

Membership Connection Duties:

- Coordinate County specific events and facilitate with support of the NWAECA Board.

- Regularly check the NWAECA Facebook group, post articles, training opportunities, community events, and any information that will support and encourage NWAECA members. In addition, be responsive to comments and announcements shared on the NWAECA Facebook group. Invite people you know to our meetings via the invitation tool and via messenger.

- Interact with members at in-person meetings and be active in the chat during virtual meetings.