



# arkansas early childhood association

## **Northwest Arkansas Early Childhood Association Affiliate**

**Position:** Vice President of Communications

**Term:** 2 years

### **Board Responsibilities:**

- Attend NWAECA Board meetings.
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- Serve on planning committees, attend community functions (as available), and support the Arkansas early childhood community.
- Regularly check the NWAECA Email inbox and 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.
- On October 1<sup>st</sup> each year, share information about the nomination process for new board members to the AECA website, Facebook group and email list. Collect nominations for 30 days and then share with the nominating committee for voting in November.

### **Monthly Meeting Duties:**

- Reply to email communications received in the NWAECA Gmail account
- Post meeting announcements in the NWAECA Facebook group 2 weeks, 1 week, the Friday before and 1 day prior to meeting.
- Create Facebook event for meeting in group
- Post a reminder in the NWAECA Facebook group on the day of the meeting.
- Create Google Sheet with names of those registered & PDR numbers in Google Drive in the Attendance folder.
- Take attendance at meetings; add names, PDR numbers and County to Google Sheet and upload to Google Drive in the Attendance folder. Keep track of who is eligible for the yearly big prize.

- Put names in the randomizer to choose the door prize winner(s).
- Notify the secretary the total in attendance to include in minutes.
- Two weeks after meeting, email a newsletter with minutes and information about our next meeting to everyone on our list.

For in-person meetings:

- Along with President Elect, take pictures of the host site and participants during meetings. Coordinate pictures and post to the NWAECA Facebook group along with a small blurb acknowledging the site, guest speaker, and total attendance for the meeting.

For virtual meetings:

- Email Zoom link to all those registered in PDR, all newsletter list, speaker and board on the day of the meeting.
- Post link in the Facebook group on the day of the meeting.