

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: PRESIDENT

TERM OF OFFICE:

Two years, beginning in odd year (4 years total – 1 year as president-elect, 2 years as president, and 1 year past-president).

PURPOSE:

The board president is the senior volunteer leader of MOAEYC who presides at all meetings of the board of directors, the executive committee, and other meetings as required. The president is an *ex-officio* member of all committees of the organization. The president oversees implementation of policies and ensures that appropriate administrative systems are established and maintained.

QUALIFICATIONS:

- A member of MOAEYC.
- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of and state-level influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven ability to lead the association.
- Can be bonded.

KEY RESPONSIBILITIES:

1. Serve as the chief volunteer and administrative officer of the organization
2. Work as a partner with the Executive Director in achieving the association's mission.
3. Provide leadership to the board of directors, who sets policy and to whom the Executive Director is accountable.
4. Chair meetings of the board after developing the agenda with the Executive Director, board officers and committee chairs.
5. Preside at meetings and call special meetings of the board of directors and executive committee and, at the written request of 25 members with 10 or 15 days' notice, call special meetings of members.
6. Encourage the board's role in strategic planning.
7. Appoint the chairpersons of committees, in consultation with other Board members, except the nominating committee chairperson.
8. Serve *ex-officio* as a member of committees and attend their meetings when invited.
9. Discuss issues confronting the organization with the chief executive.
10. Help guide and mediate board actions with respect to organizational priorities and governance concerns.

11. Review with the Executive Director any issues of concern to the board.
12. Monitor financial planning and financial reports.
13. Play a leading role in fund-raising activities.
14. Participate in formal evaluation the performance of the Executive Director and informally evaluate the effectiveness of the board members.
15. Evaluate annually the performance of the organization in achieving its mission.
16. Perform other responsibilities as assigned by the board.
17. Represent the organization, attend NAEYC Conferences and report to the membership.
18. Appoint a parliamentarian.
19. Appoint an auditing committee from the membership or qualified auditor and report the results at annual meetings.
20. Write "From the president" letter for each newsletter edition.
21. Provide a report at each board meeting of her or his activities since the previous board meeting.
22. Communicate changes in board membership to board.
23. Appoint up to six (6) Regional At Large Representatives.
24. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: PRESIDENT-ELECT

TERM OF OFFICE:

One year, beginning in even year. (4 years total – 1 year as president-elect, 2 years as president, and 1 year past-president).

PURPOSE:

The president-elect is preparing to serve as the senior volunteer leader of MOAEYC.

QUALIFICATIONS:

- A member of MOAEYC.
- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of and state-level influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven ability to lead the association.
- Can be bonded.

KEY RESPONSIBILITIES:

1. Prepare to assume the office of president.
2. Fill the office of president should it become vacant, and subsequently fill the office of President for a regular term, as is entitled to the president-elect.
3. Assist the president in the execution of her or his duties.
4. Oversee the technical assistance activities between the board and its affiliate chapters.
5. Serve on the executive, governance and finance committees, and attend other committee meetings as appropriate.
6. Provide a report at each board meeting of her or his activities since the previous board meeting.
7. Oversee the association's leadership development process.
8. Perform any other duties as assigned by the president.
9. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: PAST-PRESIDENT

TERM OF OFFICE:

One year, beginning in odd year (4 years total – 1 year as president-elect, 2 years as president, and 1 year as past-president).

PURPOSE:

To serve as advisor to the president and support her or his work and role. To provide continuity of leadership for the association.

QUALIFICATIONS:

- A member of MOAEYC.
- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of and state-level influence in the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven ability to lead the association.
- Can be bonded.

KEY RESPONSIBILITIES:

1. Perform the duties of president in the event of his/her absence and the absence of the vice-president, or the inability of the vice-president to serve.
2. Serve as an advisor to the president and support her or his work and role.
3. Oversee the organization's awards process.
4. Oversee the association's leadership development process.
5. Serve on the executive, governance and finance committees.
6. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
OF MISSOURI (MOAEYC)**

POSITION DESCRIPTION: VICE-PRESIDENT

TERM OF OFFICE:

Two years, beginning in odd year, may be re-elected

PURPOSE:

The vice-president is a support for the president and oversees the organizational strength of MOAEYC. The vice-president also serves as the association's lead volunteer ambassador.

QUALIFICATIONS:

- A member of MOAEYC.
- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of the early childhood community.

KEY RESPONSIBILITIES:

1. Preside at board meetings in the absence of the president.
2. Ensure that the board and Executive Director adhere to the organization's approved policies.
3. Ensure that organizational and administrative systems are in place that strengthen MOAEYC and support its long-term viability.
4. Serve on the executive committee
5. Perform duties designated by the president.
6. Serve as personnel committee chair.
7. Oversees /Membership Committee.
8. Sign annual board contract

MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)

POSITION DESCRIPTION: SECRETARY

TERM OF OFFICE:

Two years, beginning in odd year; may be re-elected

PURPOSE:

The secretary ensures that communications systems are in place and are used to effectively share information within the organization and between MOAEYC and other key stakeholders.

QUALIFICATIONS:

- A member of MOAEYC.
- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of the early childhood community.

KEY RESPONSIBILITIES:

1. Prepare and provide written minutes of board and executive committee meetings to all board members within two weeks of meetings.
2. File approved minutes containing all appropriate edits with the Executive Director within two weeks of their approval.
3. Ensure effective management and protection of the organization's records.
4. Maintain sufficient familiarity with legal documents (i.e., articles, By-Laws, IRS determination letter, state tax exemption, etc.) to note applicability during meetings.
5. Ensure effective communications systems and strategies and oversee board members' skills and knowledge acquisition for effective communication.
6. Oversee the quality and continuous improvement of MOAEYC publications.
7. Attend executive committee meetings.
8. Oversee Social Media Committee.
9. Sign annual board contract.

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: TREASURER

TERM OF OFFICE:

Two year, beginning in even year. Appointed by the President and approved by the Governing Board, may be reappointed

PURPOSE:

Serves as the chief financial officer of the association.

QUALIFICATIONS:

- A member of MOAEYC.
- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of the early childhood community.
- Ability to understand concepts and articulate ideas.
- Understands financial accounting for nonprofit organizations. Demonstrates knowledge of current best practices of accounting for non-profits.
- Can be bonded.

KEY RESPONSIBILITIES:

1. Serve as chair of the finance committee and the chair of the fund development committee.
2. Serve on the executive committee.
3. Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
4. Work with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis.
5. Assist the Executive Director in preparing the annual budget and presenting the budget to the board for approval.
6. Review the annual audit and answer board members' questions about the audit.
7. Ensure development and board review of financial policies and procedures.
8. Maintain sufficient familiarity with financial policies and procedures to ensure that the board and Executive Director are adhering to them.
9. Monitor the receipt of all money due to and held by the organization.
10. Ensure that all funds are properly deposited in the organization's designated bank account.
11. Ensure that the organization maintains tax-exempt status.
12. Sign financial forms and instruments as necessary.
13. Ensure adequate diversification of deposits and investments.
14. Ensure the safety of principal, liquidity and a competitive rate of return on investments.
15. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: PARLIAMENTARIAN

TERM OF OFFICE:

Appointed by the President for as long as the President's term of office,

PURPOSE:

To advise on governance issues, including nominations, articles of incorporation, Bylaws, rule of procedures, policies and Robert's Rules of Order, when requested.

QUALIFICATIONS:

- A member of MOAEYC
- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of the early childhood community.
- Demonstrate basic knowledge of the organization and parliamentary procedures.

KEY RESPONSIBILITIES:

1. Serve on the Executive committee.
2. Chair the Governance committee.
3. Maintain sufficient familiarity with the organization's policies to advise the board and Executive Director on their implementation.
4. Review bylaws prior to the end of the term of office and recommend appropriate revisions.
5. Review all written policies regularly and recommend appropriate revisions, as needed.
6. Select individuals to assist with policies and bylaws reviews, as appropriate.
7. Advise members of the Board of Directors on appropriate procedures, as governed by the latest edition of *Robert's Rules of Order-Revised*.
8. Design and oversee the installation of new officers.
9. Attend and participate in orientation sessions for new board members.
10. Will preside over meetings in the absence of the President and Vice-president.
11. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: REGIONAL AT-LARGE MEMBER

TERM OF OFFICE:

Two years, appointed by President , may be renewed.

PURPOSE:

Represent another perspective from across the state .

QUALIFICATIONS:

- A member of MOAEYC.
- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services, and the responsibilities and relationship of paid and volunteer staff.
- Knowledge of the early childhood community.

KEY RESPONSIBILITIES:

1. Maintain membership in NAEYC and state affiliate.
2. Attend MOAEYC Board of Directors meetings and any special board sessions, such as planning retreats.
3. Serve on the membership Committee .
4. Assist MOAEYC board in implementation of board activities.
5. Serve as liaison from the chapters and region to the MOAEYC board.
6. Share MOAEYC's vision, mission, and current activities, including MOAEYC conference updates, with members at meetings and events within the chapter region.
7. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

**POSITION DESCRIPTION: PROGRAM QUALITY: OUTREACH, SUPPORT AND
ACCREDITATION CHAIR**

TERM OF OFFICE

Appointed by the MOAEYC President for as long as the President's term of office,

PURPOSE:

- To provide leadership to promote, recognize, and celebrate NAEYC Accreditation of Programs for Young Children and NAEYC's Early Childhood Associate Degree Accreditation with an emphasis on professional development, networking, and support activities.
- To work to highlight key pathways to a continuous quality improvement process by creating and maintaining intentional linkages between quality standards for early childhood programs, professional development and professional preparation programs, and NAEYC Accreditation Systems.
- To help the committee engage in activities that raise the level of awareness about the importance of high quality early childhood programs for children and high quality early childhood professional preparation programs in their communities.
- To work with to develop a communications plan for the affiliate membership and key stakeholders to promote quality early education using the framework of NAEYC's Accreditation systems.
- To work to develop and implement professional development opportunities with a focus on program quality that may include onsite training provided by NAEYC's Accreditation Program Support initiatives.
- To communicate, coordinate and collaborate with other key affiliate committees such as Professional Development and Public Policy.
- To participate in local or state initiatives regarding Quality Rating Improvement Systems (QRIS), professional development system building, or licensing and standards efforts.

QUALIFICATIONS:

- A commitment to MOAEYC and its values; an understanding of MOAEYC's objectives, organization, and services.
- Knowledge of the early childhood community.
- Ability to understand concepts and articulate ideas.
- Proven ability to lead in groups.

KEY RESPONSIBILITIES:

1. Attend MOAEYC Board meetings
2. Serve as the chair of the Program Quality: Outreach , Support and Accreditation committee.
3. Attend all committee meetings.
4. Participate in outreach plans in accordance with the State Affiliate's strategic plan.
5. Attend and participate in monthly NAEYC Affiliate Accreditation Conference Calls.
6. Distribute promotional resources and materials.
7. Provide links on affiliate websites from NAEYC website.
8. Review all KRT Applications and make recommendations to the board for approval.
9. Receive *Accreditation E Updates*.
10. Send congratulatory letters to Programs for Young Children receiving NAEYC Accreditation.
11. Post NAEYC-produced public service announcement (PSA) videos on State and Local websites.
12. Host networking sessions or support groups for directors and/or teachers.
13. Recognize NAEYC accredited associate degree programs.
14. Send congratulatory letters to the higher education institution receiving NAEYC/Early Childhood Associate Degree Accreditation (ECADA) Accreditation.
15. Build new or increase existing outreach efforts to the two and four year higher education community.
16. Oversee Director Credential and serve as a Credential commissioner. (???)
17. Serve on Public Policy Committee
18. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: PUBLIC POLICY CHAIR

TERM OF OFFICE:

Two years, appointed by President , may be renewed.

PURPOSE:

The Public Policy Chair leads the MOAEYC Public Policy committee as it educates and engages the members and board members in appropriate legislative and policy advocacy.

QUALIFICATIONS:

- Is a member of MOAEYC.
- Has desire to keep informed of current legislative, regulatory, and public issue activities.
- Demonstrates ability to designate responsibilities and keep track of activities of committee members.
- Is interested in and knowledgeable of the legislative process.
- Demonstrates ability to write concise letters and position papers.

KEY RESPONSIBILITIES:

1. Chairs the MOAEYC Public Policy Committee
2. Maintains regular communication/liaison with Executive director and/or Social Media chair for timely legislative call for action
3. Keeps abreast of current legislation and policies affecting children
4. Recruits and works with committee members in discussing their responsibilities in tracking the following:
 - Federal legislation
 - State legislation
 - Local issues affecting families and young children (Chapters of MOAEYC)
5. Coordinates legislative efforts with the local public policy committee members
6. Educates early childhood professionals on their responsibility towards advocacy, including their role in facilitating parents as advocates (through newsletters, workshops, etc.)
7. Coordinates advocacy efforts with related coalitions and organizations (Citizen's for Missouri's Children, MARC, VCR)
8. Attend annual Child Advocacy Day in Jefferson City.
9. Attend Public Policy Forum in DC
10. Writes reports for the e-newsletter to update membership on legislative and public policy issues.

11. Reviews and provides updates for MOAEYC website pages related to Public Policy efforts
12. Submits annual goals and objectives with expense projections to president for presentation to the governing board for approval.
13. Submits yearend report to president for presentation to governing board.
14. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: YPAC CHAIR

TERM OF OFFICE:

Two years, appointed by President, may be renewed.

PURPOSE:

YPAC/Student recruitment and retention of young professionals.

QUALIFICATIONS:

- Is a member of MOAEYC.
- Has desire to work with young professionals
- Demonstrates ability to designate responsibilities and keep track of activities of committee members.
- Knowledge of early childhood community.

KEY RESPONSIBILITIES:

1. Chairs the MOAEYC YPAC/Student committee
2. Representing MOAEYC to stakeholders; acting as an ambassador for the organization to students and professionals
3. Share MOAEYC's vision, mission, and current activities, including MOAEYC conference updates with student groups and young professionals .
4. Collaborate and partner with young professionals
5. Act as a resource to young professionals in the field.
6. Facilitate student group and young professionals development
7. Facilitate leadership development within student groups and for young professionals.
8. Serve as a liaison for student groups and young professionals.
9. Ensuring MOAEYC's commitment to a diverse board and staff that reflects the communities MOAEYC serves
10. Coordinates recruitment and retention efforts with YPAC/Student committee members.
11. Contribute to the slate of prospective student representatives to fill vacancy upon term completion.
12. Maintains regular communication with Executive director and/or Student Representative.
13. Reviews and provides updates for MOAEYC website pages and social media related to Young Professionals.
14. Sign annual board contract

**MISSOURI ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
(MOAEYC)**

POSITION DESCRIPTION: YPAC /STUDENT REPRESENTATIVE

TERM OF OFFICE:

Two years, appointed by President, may be renewed.

PURPOSE:

Although YPAC and Student Board Member responsibilities are similar to other Board members, it is expected they will bring a unique perspective as emerging professionals to their participation.

QUALIFICATIONS:

- Is a member of MOAEYC.
- Student Board Members must be in an ECE related program of study leading to an AA, BA, or graduate degree at a regionally accredited college or university when appointed.
- YPAC Board Members may be a newly graduated college student or a person working in the field less than 10 years and under age 30.
- Bring broad-based knowledge of issues affecting high-quality early learning and the early childhood profession;

KEY RESPONSIBILITIES:

1. Contributing to development and implementation of MOAEYC's strategic plan
2. Reviewing agenda and supporting materials prior to board and committee meetings
3. Approving MOAEYC's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
4. Partnering with the Executive Director and other board members to ensure that board resolutions are carried out
5. Serving on at least 2 committees or task forces and taking on special assignments
6. Representing MOAEYC to stakeholders; acting as an ambassador for the organization to other students and professionals
7. Ensuring MOAEYC's commitment to a diverse board and staff that reflects the communities MOAEYC serves
8. Be assured that management succession is properly planned.
9. Contribute to the slate of prospective YPAC or student representatives to fill vacancy upon term completion.
10. Provide candid and constructive criticism, advice, and comments at board meetings.
11. Support social media campaigns and committee
12. Participate in Affiliate events (Advocacy Day, Conferences, etc)
13. Sign annual board contract