

2017 Open Positions: Job Descriptions

President-Elect

Term of Office: 1 year

Purpose: The President Elect is the chief volunteer in training who attends all meetings of the Board, the Executive committee and other meetings as required.

Responsibilities:

- Prepare to assume the Office of President.
- Fill the Office of President should that office become vacant, and subsequently fills the Office of President for a regular term as is entitled to the president-elect.
- Assist the Board President in the execution of his or her duties.
- Serve ex officio as a member of committees and may attend their meetings.
- Assist the President to plan and implement activities to further the Association's vision, mission, goals and objectives.
- Attend the NAEYC Annual Leadership Conference.
- Participate in annual conferences: state and national.
- Promote Association membership.
- Confer with President on proposed or adopted board actions.
- Perform other duties upon request of President.

Qualifications:

- A member of NJAEYC and NAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC vision, mission, goals and objectives, and services
- An understanding of the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate ideas
- Demonstrated potential to lead the Association
- Strong interpersonal skills with the ability to objectively consider various perspectives in guiding major policy decisions of the Association

Secretary

Term of Office: 2 years

Term Limit: No term limit

Responsibilities:

- Prepare and provide written minutes to board members in the specified time.
- File approved minutes.
- Maintain the official list of board members in accordance with policy and procedure.
- Maintain records of the board, including legal documents and ensures effective management of organization's records.
- Be sufficiently familiar with legal documents (By-laws, IRS determination letter, etc.) to note applicability during meetings.
- Record and distribute minutes of all board meetings, executive committee meetings, and annual meeting.
- Submit minutes of annual meeting for inclusion in next year's annual report.
- Maintain board business and legal records in conjunction with History/archives Committee and/or staff (if any.)
- Maintain an Association annual calendar of business and legal responsibilities.
- Prepare correspondence at direction of the Board.
- Coordinate disbursement of Board communication prior to all Executive Committee and Board meetings.
- Maintain file of all NJAEYC correspondence.

Qualifications:

- A member of NJAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC's vision, mission, goals and objectives, and services
- An understanding of the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate ideas
- Access to a computer, printer, fax and email

Vice President of Chapter Relations

Term of Office: 2 years

Term Limit: 2 Terms

Purpose: To maintain the link between local, state, and national affiliates.

Responsibilities:

- Oversee Affiliate Council Representatives and appoint and oversee Members-At-Large.
- Provide technical assistance, support and resources to local affiliates.
- Facilitate communication among and between committees and the Board
- Nurture the development of potential leaders
- Represent his/her committees at Executive Committee and Board meetings
- Serves as ex officio as a member of committees and may attend their meetings.

Qualifications:

- A member of NJAEYC and NAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC's vision, mission, goals and objectives, and services
- An understanding of the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Experience and/or interest in event planning, such as, but not limited to, board retreats and orientation

Vice President of Organizational Development

Term of Office: 2 years

Term Limit: 2 terms

Purpose: To support the organizational development of the Association.

Responsibilities:

- Oversee governance, finance, and strategic planning committees.
- Facilitate communication among/between committees and the Board
- Nurture the development of potential leaders
- Represent his/her committees at Executive Committee and Board meetings.
- Serve as ex officio as a member of committees and may attend their meetings.
- Serve as a member of the Governance Committee and chairperson of the Nominating Team in the absence of a Past President.

Qualifications:

- A member of NJAEYC and NAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC vision, mission, goals and objectives, and services.
- An understanding of the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate idea

Committees:

Governance Committee—Purpose: To ensure the leadership development of the Association. Includes the following teams: Nominating Team, Board Orientation and Development Team, and Policy and Document Review Team.

Finance Committee—Purpose: To ensure the financial well being of the Association.

Strategic Planning Committee—Purpose: To establish and monitor short and long term goals of the Association.

Membership—Purpose: To develop policies and procedures for the recruitment, retention, and recognition of members of the Association.