



New Jersey Association for the Education of Young Children

An Affiliate of **naeyc**

BOARD MEMBER

JOB DESCRIPTIONS

Responsibilities	Qualifications
<ul style="list-style-type: none"> ● Approve the organization’s vision and mission and review performance in achieving it. ● Annually assess the changing environment and approve the organization’s strategy to be responsive to said changes. ● Annually review and approve the organization’s financial plans. ● Annually review and approve the Association’s annual budget. ● Approve major policies and procedures. ● Attend at least 75% of all Board Meetings and Attend Board Orientation. ● Demonstrate leadership ability. ● Adhere to, follow, and support NAEYC Code of Ethical Conduct. ● Avoid involvement in all political campaigns in the name of NJAEYC. ● Avoid all conflicts of interest with NJAEYC. ● Support efforts to increase and maintain membership. ● Be loyal to NJAEYC, always exercising board powers in the interest of NJAEYC and not for the interest of self or others. ● Keep all NJAEYC matters confidential. 	<ul style="list-style-type: none"> ● A member of NJAEYC/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. ● Ability to understand concepts and articulate ideas. ● Proven ability to lead the organization.Strong interpersonal skills with the ability to objectively consider various perspectives in guiding major policy decisions of the Association.

Two Year Term	Vice President of Governance
Purpose	To support the organizational development of the Association
Responsibilities	<ul style="list-style-type: none"> ● Oversee governance, finance, and strategic planning committees. ● Facilitate communication among/between committees and the Board ● Nurture the development of potential leaders ● <i>Represent his/her committees at Executive Committee and Board meetings.</i> ● 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.

Two Year Term	Co-Vice President of Membership and Social Media
Purpose	To recruit and retain members and maintain the link between local, state, and national affiliates.
Responsibilities	<ul style="list-style-type: none"> ● Oversee Membership and the Month of the Young Child Committees ● Provide technical assistance, support and resources to local chapters ● Update Member Spotlight ● Oversee social media content and set up calendar ● 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.

Two Year Term	Co-Vice President of Public Policy
Purpose	To promote the vision and mission of NJAEYC on the local, state and national level.
Responsibilities	<ul style="list-style-type: none"> ● Oversee Public Policy and Media, Facilitate communication among and between committees and the Board. ● Nurture the development of potential leaders ● <i>Represent his/her committees at Executive Committee and Board meetings.</i> ● Serves as ex officio member of committees and may attend their meetings. ● Work with Public Policy Fellow to stay abreast of current policy changes

Two Year Term	Treasurer
Purpose	To support and ensure the financial wellness of the organization
Responsibilities	<ul style="list-style-type: none"> ● Serve as financial officer of the Association and as a member of Finance Committee. ● Manage, with the Finance Committee/Bookkeeper, the board's review of and action related to the board's financial responsibilities. ● Prepare and present the Annual Budget with the Finance Committee/Bookkeeper. ● Oversee implementation of NJAEYC financial policies and guides the Board on monetary matters. ● Oversee the maintenance of monthly and annual financial records and reports including report of income, expenses, investments, and balances including all transactions from Chapters ● Files any federal or state tax forms with the assistance of the Bookkeeper/Accountant.