

Michigan Association for the Education of Young Children Governing Board Job Descriptions for the 2008 Elections

MiAIEYC Governing Board Members

Governing Board members accept a commitment, personal and professional, to MiAIEYC's purpose: "To serve and act on behalf of the needs, rights and well-being of all young children," and accept shared responsibilities for the oversight of the management, public policy and development of the MiAIEYC organization. All Officers, Members at Large, Affiliate Representatives, and Standing Committee Chairs are voting members of the Governing Board. They must be willing and able to:

1. Serve on a voluntary basis.
2. Attend all scheduled Governing Board meetings, the annual business meeting and the annual conference.
3. Serve as a liaison between the membership and the Governing Board, reflecting in both directions for mutual benefit and the development of MiAIEYC priorities.
4. Serve on Governing Board committees as a special resource in their areas of strength.
5. Understand the policy role of a nonprofit Governing Board member.
6. Become familiar with MiAIEYC's administrative structure.
7. Demonstrate awareness of critical issues in early childhood education as well as explore potential solutions within the human and financial resources available to MiAIEYC.
8. Devote time and attention between regular Governing Board meetings to the study of data and materials necessary for decision making and communicating.
9. Support and interpret MiAIEYC to other professionals and the community at-large.
10. Accept fiduciary and legal responsibility for the actions of MiAIEYC as specified in the Articles of Incorporation.
11. Submit written reports to the Governing Board regarding their activities.
12. Submit budget requests for MiAIEYC activities as appropriate.
13. Pass on all pertinent information to successor upon completion of term on Board.

Qualifications for Governing Board Members

1. A member of MiAIEYC.
2. A commitment to MiAIEYC and its mission, vision and values, an understanding of MiAIEYC's objectives, organization and services, and the responsibilities and relationship of paid and volunteer staff.
3. Knowledge of and connections in the early childhood community.

The Executive Committee shall:

1. Consist of the Officers of the organization.
2. Convene at the request of the President or written request of any 3 members of the Executive Committee.
3. Act on behalf of the Governing Board between regularly scheduled Governing Board meetings.
4. Complete a report of each meeting and make it available to the Governing Board.

Vice President

The Vice President shall:

1. Assume the presidency in the event of vacancy.
2. Preside at Governing Board meetings in the absence of the president.
3. Review and update bylaws and recommend changes to the Governing Board.
4. Organize the annual retreat with program direction from the president.
5. Coordinate with committees the review and update of the MiAEYC Governing Board Handbook.
6. Assist the president with affiliate chapter and local chapter activities.
7. Act as parliamentarian at Governing Board meetings.
8. Represent MiAEYC at the request of the president.
10. Perform other duties as assigned by the president.

Secretary

The Secretary is charged with maintaining the official records of MiAEYC. The Secretary shall:

1. Record the business of all meetings of the Governing Board.
2. Oversee the official archives in the MiAEYC office.
3. Oversee the distribution of the minutes of all Governing Board meetings to all members of the Governing Board. Provide a copy to the president and executive director within two weeks of the Governing Board meeting.
4. Review Governing Board meeting minutes for future agenda items.
5. Prepare letters, resolutions and correspondence at the direction of the Governing Board.
6. Record the minutes of the annual business meeting for inclusion in the following year's annual report. Provide a copy to the president and executive director within two weeks of the annual business meeting.
7. Perform other duties as assigned by the president.

Member At-large

The Member At-large is charged with broadening the expertise of the Governing Board and acting as a liaison between the general membership and the Governing Board. The Member At-large shall:

1. Provide support to affiliate chapters and local chapters as requested and appropriate.
2. Maintain communication between the Governing Board and affiliate chapters and local chapters and their members as appropriate.
3. Serve on ad hoc and special committees as needed.
4. Perform other duties as assigned by the president.

NAEYC Affiliate Council Representative

The NAEYC Affiliate Council Representative is charged with providing communication between MiAEYC and the NAEYC Affiliate Council. The NAEYC Affiliate Council Representative shall:

1. Attend NAEYC Affiliate Council meetings.
2. Participate in NAEYC Affiliate Council activities.
3. Inform MiAEYC of NAEYC Affiliate Council activities.
4. Represent the interests of MiAEYC by communicating its position to the Affiliate Council.
5. Perform other duties as assigned by the President.

