



Michigan Association for the
Education of Young Children

Governing Board President

(Includes service as President-Elect and Immediate Past-President)

Position

In addition to fulfilling the general responsibilities of a Board member, the President has general oversight of the administration and activities of the association and ensures that the Board supports the work of Michigan AEYC through mission-based leadership, strategic governance, and a strong working partnership with the Executive Director.

Term

The President-Elect assumes a one-year term of office that begins at the conclusion of the June Board meeting following their election by the membership. This year serves as a time to learn about the responsibilities of the presidency. A two-year term as Michigan AEYC President follows. After serving as President, the elected individual serves one additional year on the Board as Immediate Past-President for a total commitment of four years.

Time commitment

The full Board typically holds in-depth meetings three to four times a year— usually in September, January and/or March, and June (during the two-day in person Board Retreat). While the June meeting is in person, other Board meetings are primarily held virtually with occasional exceptions. The Board also hosts the annual membership meeting at the Michigan AEYC Annual Conference each spring. Other meetings may occur throughout the year as needed. Board members receive detailed agenda materials to review prior to each meeting.

Newly elected members also attend an orientation and are invited to attend the June Board meeting as observers prior to their taking office.

The President and Executive Director meet regularly by phone, virtually, or in person; the President-Elect and Past President may be invited to join these meetings as necessary.

The President is the chairperson of the Executive Committee which also includes the President-Elect or Past President, depending on which seat is occupied, the Vice President, Secretary, and Treasurer. Executive Committee meetings are held virtually and occur between Board meetings and as needed.

The President also serves on the Finance Committee that is chaired by the Treasurer. Finance Committee meetings are held virtually and occur quarterly. The President-Elect/Past President also serves on the Finance Committee.

The President is an ex-officio member of all other Board committees, attending meetings as needed. Committees conduct business by email, virtually, or upon occasion, via in person meetings.

The President represents Michigan AEYC, along with the Executive Director and/or staff, at NAEYC affiliate leadership meetings including monthly calls, and at in person events including those at the NAEYC Annual Conference, Professional Learning Institute, and Public Policy Forum.

Qualifications for President

This is an extraordinary opportunity for an individual who is passionate about Michigan AEYC's mission and who has a significant track record of effective governance and leadership experience. In addition to the qualifications for all Board members, candidates for President-Elect are selected based on their:

- Vision, leadership skills, and ability to guide the Board in its work to position the association for the future.
- Breadth of knowledge and experience needed to lead the Governing Board in making responsible, mission-driven decisions regarding the association's policies and allocation of resources to meet its goals and priorities.
- Ability to effectively sustain Michigan AEYC's commitment to an open, participatory Board culture that welcomes diversity of perspectives and fosters knowledge-based, strategic thinking in building consensus and taking action.
- Ability to interpret and communicate Michigan AEYC's vision, mission, core values, beliefs, and strategic direction to members and nonmembers.
- Ability to represent Michigan AEYC with professionalism and integrity.

Duties of the President:

In addition to the duties of all Board members, the President shall:

- Provide leadership, governance, and oversight.
- Serve as a trusted advisor to the Executive Director as they implement Michigan AEYC's strategic direction.
- Serve as a member of the Finance Committee and as ex-officio member of all other standing and ad hoc committees.
- Plan, preside over, and facilitate all Board and Executive Committee meetings, as well as the annual membership meeting.
- Partner with the Executive Director to ensure that Board resolutions are carried out.
- Review outcomes and metrics created by Michigan AEYC for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
- Coordinate the annual performance evaluation of the Executive Director.
- Assist in identifying and recruiting potential Board members.
- Make all appointments to committees, advisory groups, and special assignments for Board approval.
- Periodically consult with Board members on their roles and help them assess their performance.
- Represent Michigan AEYC to stakeholders, at Michigan AEYC events, and at other events as applicable.
- Participate in all NAEYC-sponsored affiliate leadership calls and events.
- Ensure Michigan AEYC's commitment to a diverse Board and staff that reflects the communities Michigan AEYC serves.

The President-Elect is responsible for preparing for his or her term as President and fulfilling specific responsibilities as requested by the President. The Past President assists the President in making a smooth transition and fulfilling specific responsibilities as requested.