



Michigan Association for the
Education of Young Children

Governing Board Vice President

Position

In addition to fulfilling the general responsibilities of a Board member, the Vice President leads the Membership Committee in its work focused on the needs and desires of association members ensuring continuous growth and ongoing vibrancy of Michigan AEYC. The Vice President performs the duties and exercises the powers of the President in the absence or disability of the President.

Term

The Vice President assumes a two-year term of office that begins at the conclusion of the June Board meeting following their election by the membership.

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 Vice President serves on the Executive Committee that is chaired by the President and includes the President-Elect or Past President, depending on which seat is occupied, Secretary, and Treasurer. Executive Committee meetings are held virtually and occur between Board meetings and as needed.

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

The Vice President is the chairperson of the Membership Committee that meets as determined by the committee each year. The committee conducts business by email, virtually, or upon occasion, via face-to-face meetings.

Qualifications for Vice President

This is an extraordinary opportunity for an individual who is passionate about Michigan AEYC's mission and who has leadership experience. In addition to the qualifications for all Board members, candidates for Vice President are selected based on their:

- Leadership skills and ability to cultivate and foster innovative and collaborative group work.

Duties of the Vice President:

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

- Provide leadership, governance, and oversight.
- Serve as a member of the Executive and Finance Committees.
- Plan, preside over, and facilitate all Membership Committee meetings.
- Assume the functions and responsibilities of the office of President in the absence or incapacity of the President.