

OKAEYC Board Handbook



Oklahoma Association for the Education of Young Children

Board Requirements

Board members must:

- 1.** uphold the Mission of OKAEYC which is to support all who care for, educate and work on behalf of young children. Through our work we support professionals, families and children by sharing resources and advocacy information to meet the need for high quality early care and education.
- 2.** be current members of OKAEYC and SECA
- 3.** follow OKAEYC by-laws in conducting all business of the organization
- 4.** Attend at least 75% OKAEYC monthly board meetings, Annual Board Orientation, that takes place each January as well as Governing Board meetings.
- 5.** attend OKAEYC Annual Conference
- 6.** promote OKAEYC Membership
- 7.** Financial donation in any amount is highly encouraged.
- 8.** collaborate with officers of other professional organizations as a representative of OKAEYC.
- 9.** Submit a monthly committee report, even when the report is “no report,” to the OKAEYC Business Manager at least one week prior to each Governing Board meeting. Including maintaining in-kind donation log.
- 10.** assist incoming board members by mentoring and clarifying the duties and responsibilities of the office.
- 11.** Confidentiality: Ability to maintain confidentiality on sensitive matters discussed during board meetings.
- 12.** serve on one of the following committees: conference, public relations, or leadership. The Nominating & Finance committee are appointed and/or member specific.

OKAEYC PRESIDENT

Qualifications:

1. Has previously served as OKAEYC President-elect.
2. Has been actively engaged in early childhood education, early childhood development, childcare, or in a related field.

Principal Functions:

1. Elected to serve on the OKAEYC Governing Board as President for a one-year term.
2. To preside at Executive Committee Meetings, Governing Board Meetings, and business meeting.
3. To provide leadership in the planning and implementation of activities to further the goals of OKAEYC, SECA and NAEYC.
4. To guide and direct the activities of contracted office personnel.
5. To serve as a member of the Finance Committee and ex officio member of all committees.

Responsibilities:

1. In collaboration with board members, set the dates, location and agenda for all Governing Board meetings.
2. Ensure distribution of the agenda, minutes of the previous meeting, and any reports submitted by board members/committee chairs to the Governing Board and Chapter Presidents at least one week prior to the meeting.
3. Set the agenda and conduct the annual Business Meeting held at the Annual Conference and Annual Board Orientation.
4. Upon becoming President, s/he signs documents along with the now President-Elect.
5. Make appointments to fill unexpired terms of board members as needed.
6. As schedule allows, attend local chapter meetings, conferences, chapter events to represent OKAEYC, or be responsible for sending a representative as requested.

7. Communicate board actions and activities to the membership via newsletter, e-mail, and/or website.
8. Ensure a strong reciprocal relationship with the NAEYC and SECA boards and staff:
 - a. Carry out the responsibilities of state president as stated in the SECA Affiliate State Handbook;
 - b. Represent the state board and communicate with NAEYC and SECA as requested;
 - c. Inform the NAEYC and SECA office of any organizational or board changes;
 - d. Respond to NAEYC and SECA requests and surveys;
 - e. Participate at the SECA conference, including attending the SECA Leadership Workshop and carrying the Oklahoma flag during the opening session; and
 - f. Encourage officers to attend affiliate sessions at the NAEYC conference.

On annual basis:

1. Ensure annual orientation of new officers and committee chairs and support their development and understanding of their duties and responsibilities.
2. Designate necessary committee chairs for a one year term, and communicate to all committee chairs their committee's purpose and responsibilities;
3. Appoint members of the Nominating Committee
4. Ensure the filing of IRS Form 990A by OKAEYC business manager;
5. Ensure board members are listed on the NAEYC website under Board Member Roster;
6. Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1;
7. Complete Part I of NAEYC Annual Report due to NAEYC in July for the previous year and Part II of the NAEYC Annual Report in October, complete any reports required by SECA;
8. Provide documentation of President's annual activities to Governing Board at the final meeting of each year;
9. Ensure the office has maintained a complete and accurate record of all important business matters, documents, i.e., list of officers, board meeting minutes, financial reports, newsletters, to maintain the history of OKAEYC;

10. Review and update OKAEYC Strategic Plan at the end of year Governing Board retreat/first meeting of each year. Submit plans/summary of activities to NAEYC every three years; and
11. Ensure communication & planning with the President-Elect on all proposed actions when implementation will extend beyond the President's term of office.

ARTICLE IX: COMMITTEES Section 1. Committee Appointments. The President, with the approval of the Executive Committee, shall, with the exception of the Nominating and Finance committees, appoint chairpersons of each standing committee as necessary to carry out the work of OKAEYC. The chairperson will select the members of his or her committee as set forth in the OKAEYC Policy Handbook.

OKAEYC PAST-PRESIDENT

Past-President Qualifications:

1. Has previously served as the OKAEYC President-Elect and President.

Past-President Principal Functions:

1. Serves on the Governing Board as Past-President for a one year term immediately following a one year term as President.
2. To assist the President in the planning and implementation of activities to further the goals of OKAEYC.
3. To provide support to the Member at Large for Conferences.
4. To serve as co-chair of the Nominating Committee.

Past-President Responsibilities:

1. Become familiar with OKAEYC, SECA and NAEYC policies, bylaws and programs.
2. Serve as co-chair of the Nominating Committee (See Nominating Committee Job Description) - Identify members who are interested in serving on the Board
3. Participate as a member of the Finance Committee, and be familiar with the OKAEYC's fiscal policies and financial management.
4. Attend SECA and NAEYC conferences and leadership training, as time and funding allows.
5. Assist with preparation of the NAEYC and SECA Annual Report.
6. Submit a request for proposed budget items or adjustments for the next year to the Finance Committee.
7. Assist the incoming Past-President, President, President-Elect by clarifying the duties and responsibilities of the offices as may be needed.

OKAEYC PRESIDENT-ELECT

President-Elect Qualifications:

1. Has shown active leadership in OKAEYC activities.
2. Has been actively engaged in early childhood education, child development, childcare or a related field for at least 5 years.

President-Elect Principal Functions:

1. Serves on the Governing Board as President-Elect for a one year term immediately preceding a one year term as President.
2. To assist the President in the planning and implementation of activities to further the goals of OKAEYC.
3. To provide support to the Member at Large for Conferences.
4. To serve as co-chair of the Nominating Committee.

President-Elect Responsibilities:

1. Become familiar with OKAEYC, SECA and NAEYC policies, bylaws and programs.
2. Attend all meetings and participate as a member of the Finance Committee, and be familiar with the OKAEYC's fiscal policies and financial management.
3. Attend SECA and NAEYC conferences and leadership training, as time and funding allows. Identify members who are interested in serving on the Board.
4. Assist with preparation of the NAEYC Annual Report.
5. Serve as co-chair of the Nominating Committee (See Nominating Committee Job Description) - Identify members who are interested in serving on the Board
6. Upon becoming President-Elect, s/he signs document along with the now President.
7. Submit request for proposed budget items or adjustments for the next year to the Finance Committee.
8. Assist the incoming President-Elect by clarifying the duties and responsibilities of the office.

OKAEYC BUSINESS MANAGER/OPERATIONS

Principal Functions:

1. Maintain the financial and membership records of OKAEYC in conjunction with the Finance Committee and the VP of Membership.
2. Serve as a resource person to the Finance Committee in preparation of the annual budget, annual conference budget, and other budget changes during the year.
3. Maintain computerized data systems as requested and approved by the board.
4. Carry out other functions assigned by the President with the direction of the Finance Committee.
5. Attend all Governing board meetings and present concerns and recommendations for action.
6. Complete and send out board report(s), at least one week prior to each Governing Board meeting.
7. Maintain and update the OKAEYC website in conjunction with the Member at Large – Public Relations.

Responsibilities:

1. Establish and maintain regular office hours in accordance with agreement with the Oklahoma Association of Community Action Agencies.
2. Respond to questions and requests for information from member and board members.
3. Maintain organizational records, including a file of board meeting minutes.
4. Maintain current information on NAEYC and SECA policies and initiatives.
5. Create and maintain a reference file.
6. Sort records and file in the permanent office records.
7. Distribute the OKAEYC Handbook to board members.
8. Attend board and Finance Committee meetings as needed.
9. Attend meetings of related organizations.

10. Assist the Treasurer in presenting the financial report to the Finance Committee and the board as requested.
 - a. Maintain financial records of the organization.
 - b. Assist Treasurer in creating a budget and financial reports as needed.
 - c. Manage fiscal responsibilities as approved by the Treasurer or other authorized Board Member (President/Past-President/President-Elect).
 - d. Maintain a journal and ledger in accordance with accepted standards.
 - e. If applicable, work with an accountant to complete tax forms annually.
 - f. Prepare information for yearly review and/or audit of records.

11. Assist the Vice-President of Membership in presenting membership information to the board as requested.
 - a. Maintain membership records.
 - b. Keep updated records on the computer data base.
 - c. Provide mailing labels of members in zip code order upon request.
 - d. Provide support to chapters.
 - e. Maintain current list of all chapters.
 - f. Maintain Chapter Handbook along with VP of Chapters.
 - g. Assist with financial record-keeping.

12. Manage conference registration (for affiliate and chapter events).
 - a. Attend conference planning meetings.
 - b. Assist with the development of conference registration materials.
 - c. Accept pre-registrations and enter related data.
 - d. Assist with conference registration at the conference.
 - e. Send accounts receivable invoices for any conference moneys due.

13. Other duties as assigned.

OKAEYC MEMBER AT LARGE - CONFERENCES (odd year election)

Qualifications:

1. Has been actively engaged in early childhood education, child development, child care or a related field.
2. Experience by attending and/or planning a professional conference is ideal.
3. Has attended a professional or leadership conference, preferably in early childhood education.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board for a two-year term beginning in an odd-numbered year.
2. In conjunction with the Board President, to form and lead the conference committee responsible for organizing the OKAEYC conference.

Responsibilities:

1. Present conference plans and progress, and report on activities and response to fundraising efforts to the board.
2. Recommend keynote speakers, themes, logos, conference sites, committee chairs and budgets to the Governing Board for approval.
3. Ensure contracts for the facility and keynote speakers are signed by the President or Business Manager.
4. Work closely with conference committee in planning a timeline for completion of tasks.
5. Assist Business Manager in preparing for registration with provision of space for sales, and silent auction space.
6. Arrange for award presentations in coordination with Awards Chair.
7. Submit a final conference report at the board meeting following the conference.
8. Submit requests for proposed budget items or adjustments for the next year to the Finance by their requested date.

OKAEYC MEMBER AT LARGE - CONFERENCES CO CHAIR (even) year election)

Qualifications:

1. Has been actively engaged in early childhood education, child development, child care or a related field.
2. Experience by attending and/or planning a professional conference is ideal.
3. Has attended a professional or leadership conference, preferably in early childhood education.

Principal Functions:

3. Elected to serve as a member of the OKAEYC Governing Board for a two-year term beginning in an odd-numbered year.
4. In conjunction with the Board President, to form and lead the conference committee responsible for organizing the OKAEYC conference.

Responsibilities:

9. Present conference plans and progress, and report on activities and response to fundraising efforts to the board.
10. Recommend keynote speakers, themes, logos, conference sites, committee chairs and budgets to the Governing Board for approval.
11. Ensure contracts for the facility and keynote speakers are signed by the President or Business Manager.
12. Work closely with conference committee in planning a timeline for completion of tasks.
13. Assist Business Manager in preparing for registration with provision of space for sales, and silent auction space.
14. Arrange for award presentations in coordination with Awards Chair.
15. Submit a final conference report at the board meeting following the conference.
16. Submit requests for proposed budget items or adjustments for the next year to the Finance by their requested date.

OKAEYC MEMBER AT LARGE – NAEYC ACCREDITATION ADVISORY

(position in remission as of 2024)

Qualifications:

1. A current member of OKAEYC with knowledge of accreditation or experience in an accredited program.
2. Has been actively engaged in early childhood education, child development, child care or a related field.

Principal Functions:

1. Appointed to serve as a member of the OKAEYC Governing Board for a two-year term beginning in an even-numbered year.
2. Oversight of NAEYC Accreditation Scholarship funds to include:
 - a. Review and update all forms (scholarship guidelines & scholarship application) associated with the Accreditation Scholarship. Visit with applicants at their site when possible; if not, interview them over the phone or have another Board member do a site visit.
 - b. Selection of scholarship recipients in conjunction with Awards Committee.
 - c. Remembering that scholarships will not be used for the enrollment step.
3. To disseminate information to the early childhood community and the public pertaining to accreditation regarding NAEYC, ECADA (Early Childhood Association Degree Accreditation), CAEP (Council for the Accreditation of Educator Preparation) and NAFCC (National Association for Family Child Care Homes).

Responsibilities:

1. Promote awareness of NAEYC accreditation of early childhood programs both within the early care and education community and among the public at large.
2. Promote awareness of OKAEYC & CAEP accreditation within the higher education community and the public at large.
3. Promote OKAEYC as a leading resource for programs seeking accreditation.
4. Seek options for financial assistance to support programs with the cost of accreditation. If financial assistance is available through OKAEYC, Awards committee chair responsible for selecting the award recipient(s).

5. Develop and maintain a contact list of representatives from Oklahoma's NAEYC Accreditation Facilitation Projects (AFP), Higher Education, Career Tech, Family Child Care Home Accreditation, Public School, Head Start/Early Head Start & early childhood programs.
6. Work closely with representatives to keep abreast of current trends and/or changes within accreditation.
7. Provide Business Manager with updated congratulatory form letter with newly accredited programs for mailing/distribution.
8. Provide the Member-at-Large for Public Relations with updated lists of accredited programs for recognition in the newsletter, e-mail and/or social media.
9. Participate in monthly NAEYC Affiliate phone calls.
10. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
11. Assist the incoming Member at Large for Accreditation Advisory by clarifying the duties and responsibilities of the office.

OKAEYC MEMBER AT LARGE - PUBLIC POLICY

Qualifications:

1. interest in public policy.
1. Has been actively engaged in early childhood education, child development, child care or a related field.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board for a two-year term beginning in an odd-numbered year.
2. To present concerns and recommendations for public policy positions and actions to the board.
3. To disseminate information on public policy affecting young children and their families to members, decision makers, and the public at large.

Responsibilities:

1. Disseminate information on public policy issues to OKAEYC membership and the public at large:
 - a. Seek information on pending legislation from NAEYC, SECA, legislators, colleagues and related organizations on issues related to young children and other areas of concern;
 - b. Provide to OKAEYC members an updated list of state legislators and current legislation affecting young children;
 - c. Share information concerning legislation, policy positions, and strategies to members and to local chapters throughout the state via the website, e-mail and/or social media;
 - d. Facilitate transmission of this information to local chapters;
2. Participate in conference planning by ensuring relevant workshops and providing public policy resources to members;
 - a. Submit public policy articles to the Public Relations Chair;
3. Maintain two-way communication with other organizations relative to public policy issues.
4. Inform decision makers about the needs and issues related to young children, families, the programs and adults that serve them:
 - a. Provide pertinent child development and appropriate early education practices to families, administrators, legislators and other professional groups;
 - b. Encourage OKAEYC membership correspond with legislators on pertinent child-related bills; and

- c. Distribute resolutions and position papers of NAEYC and SECA to legislators, parent groups, school administrators and the public.
5. Prepare in even years a public policy agenda modeled on current NAEYC Public Policy Agenda.
 - a. Submit agenda to Governing Board for approval.
 - b. Post agenda on website and distribute to membership by email.
6. When financially possible, attend and participate in the annual NAEYC Public Policy Forum and report back to membership.
7. Encourage membership participation in the forum as well.
8. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
9. Assist the incoming Member at Large for Public Policy by clarifying the duties and responsibilities of the office.

OKAEYC MEMBER AT LARGE CO-CHAIR – PUBLIC RELATIONS

Qualifications:

1. Has been actively engaged in early childhood education, child development, childcare or a related field.
2. Comfortable with social media and website edits.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board for a two-year term beginning in an odd-numbered year.
2. To promote the public image of OKAEYC and the early childhood profession and increase public awareness of the needs of young children.
3. To provide public relations services to the chapters.
4. To provide members with the opportunity to purchase NAEYC, SECA, and OKAEYC publications and materials.
 - a. Oversight of the OKAEYC website/social media to include: Updating/editing/posting information; Co-Chair with Business Manager/Operations
 - b. Assisting the Nominating Committee by ensuring the call for nominations,
 - c. Assisting the Awards Committee by sharing information about OKAEYC awards, request for nominations and award recipients.
 - d. Assisting the Member-at-Large for Conferences by publishing a Call for Proposals and conference announcements; and
5. Oversight of Week of the Young Child publicity to include:
 - a. Contacting state organizations, OKAEYC chapters and local organizers to promote awareness of Week of the Young Child events and activities;
 - b. Assisting interested individuals and organizations in planning events and activities to celebrate the Week of the Young Child;
 - c. Requesting a Governor's proclamation to be presented in a formal ceremony in recognition of the Week of the Young Child.
6. Maintain a file of historical information of OKAEYC. This includes all information of historical value to OKAEYC (newspaper/newsletter articles that feature OKAEYC, picture of general meetings, conferences, etc.); and
 - a. Submit monthly board reports of work completed including in kind hours.

Responsibilities:

1. Serve as committee chair for Public Relations/Social Media committee and works with Board President to appoint board members.
2. Work with the Member-at-Large for Conferences to promote OKAEYC events and provide updated materials for distribution.
3. Increase public awareness of the needs of young children, professionalism, and OKAEYC through media campaigns and/or social media.

Pre-Conference Responsibilities:

1. Obtain information and conference materials from the conference chairperson
2. Send conference announcements to other organizations, newsletters and periodicals including *Young Children* and *Dimensions*.
3. Prepare written material and announcements for various media formats including information regarding location, keynote, theme and dates of the conference.
4. Oversight of OKAEYC social media outlets to include:
 - a. Compiling, editing and posting biweekly posts to the social media outlets that support the mission of OKAEYC;
 - b. Adding any upcoming events to publicize on social media;
 - c. Collaborating with the board, committees, Business Manager, and chapters to post marketing material as needed;
 - d. Publicizing and marketing the annual conference;
 - e. Maintaining and updating the OKAEYC website.

Conference:

1. Set up OKAEYC display and sales booth with Business Manager. Arrange for OKAEYC members to monitor booth, greet participants and answer questions.
2. Facilitate any media interviews with keynote speakers, conference chairperson and/or OKAEYC President, including greeting news media personnel upon conference arrival.
3. Collect copies of media conference articles for historic purposes.

OKAEYC MEMBER AT LARGE - STUDENT REPRESENTATIVE

Qualifications:

1. Has been actively engaged in early childhood education, child development, childcare or a related field.
2. Currently enrolled in an associate, baccalaureate, or graduate degree program in Family Life Education – Child Development, Early Childhood Education, or closely related field. The Student Member must maintain their registered and enrolled student status throughout their term unless they graduate.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board for a one-year term.
2. To provide public relations services for the organization, especially targeting students enrolled in Family Life Education – Child Development, Early Childhood Education, or closely related field
3. To work with other Governing Board members to promote membership in NAEYC, SECA, and OKAEYC at their respective University or school program.
4. To work with other Governing Board members to provide students with the opportunity to purchase NAEYC, SECA, and OKAEYC publications and materials.
 - a. Oversight of social media to include: Updating/editing/posting information;
 - b. Assisting the Member-at-Large for Conferences by publishing a Call for Proposals and conference announcements; and
 - c. Assisting the Awards Committee Chairperson by sharing information about OKAEYC awards, requests for nominations and award recipients.
5. Increase public awareness of the needs of young children, professionalism, and OKAEYC through media campaigns and/or social media.
6. Assist the incoming Student Member by clarifying the duties and responsibilities of the office.

Pre-Conference Responsibilities:

1. Obtain information and conference materials from the conference chairperson
2. In association with Members-at-Large for Public Relations, oversight of OKAEYC social media outlets to include:
 - a. Compiling, editing and posting biweekly posts to the social media outlets that support the mission of OKAEYC;
 - b. Reporting any upcoming events to publicize on social media;

- c. Collaborating with the board, committees, Business Manager, and chapters to post marketing material as needed;
- d. Publicizing and marketing the annual conference;

Conference:

1. Assist with setup and staffing of OKAEYC display and sales booth .

OKAEYC SECRETARY

Qualifications:

1. **Organizational Skills:** Strong organizational and time management skills to accurately record, organize, and distribute meeting minutes and relevant documentation.
2. **Familiarity with Parliamentary Procedures:** Knowledge of and familiarity with parliamentary procedures, such as Robert's Rules of Order, to ensure meetings are conducted effectively and in accordance with proper governance.
3. **Communication Skills:** Excellent written and verbal communication skills to maintain clear, concise, and accurate records of board meetings and actions.
4. **Attention to Detail:** High level of attention to detail for ensuring the accuracy of official board documents, motions, and decisions.
5. **Proficiency in Technology:** Familiarity with document management software and online collaboration tools to support meeting logistics, note-taking, and document distribution.

Responsibilities:

1. Elected to serve as a member of the OKAEYC Governing Board for a two-year term beginning in an odd-numbered year.
2. To maintain a written record of the organization's meetings and activities according to OKAEYC By-Laws.
3. Send a copy of proposed minutes to the Board and Business Manager within 2 weeks following the meeting.
4. Ensure that submitted copies of the treasurer's report, annual audit, minutes and other pertinent correspondence are provided for OKAEYC's archives.
5. Prepare correspondence as directed by the President or Board, and send duplicate copies of any correspondence to the President.
6. Communicate with the OKAEYC Business Manager to ensure that any changes in policy are incorporated into the OKAEYC Policy Handbook.
7. In conjunction with the OKAEYC Business Manager, ensure that each board member has the most current revision of the OKAEYC Policy Handbook.

8. In the case of electronic vote, work in conjunction with the OKAEYC Business Manager to document and file results of the vote.
9. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
10. Assist the incoming Secretary by clarifying the duties and responsibilities of the office.

OKAEYC TREASURER

Qualifications:

1. Has a general knowledge of fiscal and budgeting practices.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board for a two-year term beginning in an even-numbered year.
2. To attend all board meetings and present a Treasurer's Report.
3. To be familiar with the functions of and provide support to the Business Manager.

Responsibilities:

General responsibilities of every Board member include: participating in the annual conference, promoting OKAEYC membership, maintaining and submitting yearly an in-kind donation log, becoming familiar with and utilizing the strategic plan, and performing duties as needed and directed by the President or the Board.

1. Present the Treasurer's report consisting of a profit and loss statement and a balance sheet at each Governing Board meeting. This report is prepared in conjunction with OKAEYC Director of Operations.
2. Submit a Treasurer's report, even when the report is "no report," to the OKAEYC Business Manager at least one week prior to each Governing Board meeting.
3. Receive and approve requests for payment. This includes:
 - a. checking for proper documentation;
 - b. checking figures for accuracy;
 - c. checking if appropriate committee or budget category is charged; and
 - d. sending completed and signed documents back to the OKAEYC Director of Operations for payment in a timely manner.
4. Receive requests for changes in any budgeted amount from board officers or committee chairs:
 - a. Check for accuracy;
 - b. Determine with the OKAEYC Director of Operations the availability of funding in the budgeted category;
 - c. Act upon the request at the next Finance Committee meeting; and
 - d. Notify the person making the request of the decision.

5. Complete the bank reconciliation statement at least quarterly.
6. Assist the Member at Large - Conferences in preparing conference budgets for Finance Committee approval.
4. If requested, work with the OKAEYC Director of Operations on conference/seminar registration processes.
5. Assist, as necessary, with preparation of NAEYC Annual Report.
6. Chair the Finance Committee.
7. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
8. Present a proposed budget at the November Governing Board meeting for the next year based on an analysis of the previous year's budget and with input from the Finance Committee and OKAEYC Director of Operations.
9. Work with President to appoint an outside auditor. Assist OKAEYC Director of Operations in preparation of documents to auditor. Following completion of audit, work with OKAEYC Director of Operations to implement any necessary adjustments/corrections.
10. Assure the filing of IRS Form 990A by the OKAEYC Business Manager in conjunction with an independent Accountant for the previous year.
11. Assist the incoming Treasurer by clarifying the duties and responsibilities of the office.

OKAEYC VICE PRESIDENT-CHAPTERS

Qualifications:

1. A current member of OKAEYC with experience as a member of a local chapter.
2. Has been actively engaged in early childhood education, child development, child care or a related field.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board as Vice President-Chapters for a two-year term beginning in an even-numbered year.
2. To build relationships and provide support to existing chapters and assist new chapters in their formation.
3. To recognize the achievements of chapters through OKAEYC board meetings, conferences, newsletters, and on the website.

Responsibilities:

1. Elected to serve as a member of the OKAEYC Governing Board as Vice President-Chapters for a two-year term beginning in an even-numbered year.
2. Develop a committee to assist in completion of responsibilities.
3. To build relationships and provide support to existing chapters and assist new chapters in their formation.
4. To recognize the achievements of chapters through OKAEYC board meetings, conferences, newsletters, and on the website.
5. Submit a written committee report, even when report is “no report,” to OKAEYC Business Manager at least one week prior to each Governing Board meeting.
6. Encourage the formation of chapters through verbal and written contact with interested individuals and provide them with the information located in Chapter Handbook.
7. Review documentation that a new chapter association has met the guidelines required to become an OKAEYC chapter.
8. Submit a recommendation for consideration by the OKAEYC Governing Board regarding the acceptance of a proposed chapter.

9. Update the Chapter Handbook and distribute additions and revisions to chapter leadership.
10. Review requests for special project funding from chapters, and make recommendations for approval to the board.
11. Consult with chapter leadership on their concerns, and provide assistance as needed.
12. Attend, or arrange for an OKAEYC representative to attend, chapter general meetings and special events as requested by chapter leadership.
13. Provide training, at least annually, for chapter leadership.
14. Encourage chapter leadership to promote their activities and events by submitting news and updates to the OKAEYC office.
15. Provide the Annual Chapter Report template to the chapters, and request return of completed report, including new officer contact information.
16. Serve as a member of the Nominating Committee, and recommend chapter officers for board positions.
17. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September.
18. Assist the incoming Vice President - Chapters by clarifying the duties and responsibilities of the office.
19. Request chapter budgets, budget requests and plan of action timeline for the following year be submitted to OKAEYC office by June 1.
20. Request chapter annual reports be submitted to OKAEYC office by December 31 of each year.

OKAEYC VICE PRESIDENT-MEMBERSHIP

Qualifications:

1. A current member of OKAEYC with an interest in membership support.
2. Has been actively engaged in early childhood education, child development, child care or a related field.

Principal Functions:

1. Elected to serve on the OKAEYC Governing Board as Vice President-Membership for a two-year term beginning in an odd-numbered year.
2. In the event of a year when there is no President-Elect and the President is unable to fulfill his/her term, the Vice President – Membership will complete the term of office.

Responsibilities:

1. Assist in leading the leadership committee and work in conjunction with the President to appoint board members for that committee.
2. Interpret and report current status of membership to the OKAEYC Governing Board at board and business meetings (information obtained from Business Manager or NAEYC website).
3. Work with the OKAEYC Business Manager in maintaining an updated OKAEYC membership list.
4. Implement a membership recruitment plan on a statewide basis:
 - a. Write membership recruitment letters, renewal postcards, and articles for the newsletter;
 - b. Provide membership information and forms to chapters, prospective chapters, and individuals upon request;
 - c. Coordinate with the Member at Large for Public Relations and Business Manager to provide materials on membership at conferences, chapter events, and other organizational meetings when requested;
 - d. Develop a plan to recruit members from related fields (i.e., pediatricians, lawyers, dentists, legislators, etc.); and
 - e. Notify chapters of benefits of membership.
5. Ensure the OKAEYC membership table at conferences is staffed.
6. Assist the incoming Vice President-Membership by clarifying the duties and responsibilities of the office.

SECA REPRESENTATIVE

(The Oklahoma Affiliate Representative on the SECA Board of Directors is elected/appointed by Oklahoma members and represents Oklahoma on the SECA Board of Directors. Each State Affiliate has one vote on the SECA Board of Directors.)

Qualifications:

1. Has been actively engaged in early childhood education, child development, child care or a related field.
2. Has served on the Governing Board of OKAEYC and been an active member of the board.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board for a three-year term.
2. To serve as an active, contributing member of the SECA Board of Directors, assisting in carrying out the goals of the association.
3. To facilitate communication between SECA and OKAEYC

Responsibilities:

1. Share information on SECA publications with the OKAEYC Member at Large for Public Relations.
2. Obtain the SECA display from the SECA office, when available, for use at the OKAEYC conference.
3. Communicate the viewpoint of the SECA Board of Directors to the members through OKAEYC newsletter articles and through the state board.
4. Communicate the interests and concerns of the OKAEYC board and membership to the SECA Board of Directors.
5. Attend and participate fully at all SECA Board meetings, annual business meetings, and general sessions of the annual SECA conference. (Some funding provided by SECA.)

The following items a.-n. are an excerpt from the SECA Policies and Procedures Handbook regarding the roles and functions of this position:

- a. *Read and become familiar with the SECA Vision, Mission, History, By-Laws and Policies.*
- b. *Keep current on the financial status of OKAEYC and SECA.*
- c. *Serve as liaison to the SECA office and the SECA Board of Directors from the state affiliate by: Transmitting information to the SECA office and the SECA Board of Directors upon request, including the current state affiliate and local board rosters, financial status, membership status (increase and retention information) challenges, successes, specific requests for assistance from SECA for initiatives to better serve and increase membership, specific requests for assistance in dealing with state affiliate challenges (such as recruiting board members), state affiliate board meeting calendar, annual affiliate conference information, copies of state affiliate newsletters, copies of state affiliate meeting minutes.*
- d. *Serve as contact point for information release by forwarding SECA news to the appropriate state affiliate board member for dissemination through website, newsletters, etc. Forward state affiliate news to the SECA office for dissemination as deemed appropriate.*
- e. *Serve as liaison to the State Affiliate Board from the SECA office and Board of Directors by providing a regular report on SECA at the state affiliate board meetings and/or a personal report to the state affiliate president.*
- f. *Coordinate SECA activities at state affiliate annual conference: ordering and receipt of SECA promotional materials to see or display, notification to SECA office or product inventory to be shipped for sale, management of the SECA display and sale of merchandise at the conference, provide personal visibility at state affiliate conference by requesting introduction at conference as the voice for the state affiliate membership on the SECA Board of Directors and presenting a session to explain the vision, mission and benefits of SECA and, perhaps more importantly, to gather input from members and potential members of how SECA can best serve them in their work and professional growth.*
- g. *Maintain contact and visibility with state affiliate's local chapters and generate membership by connecting personally as their SECA Representative via an email forwarding a relevant article or information and/or via a message in the state affiliate newsletter, and/or by visiting as many local chapters and chapter activities as possible during his/her term in office. These contacts are intentionally planned and documented, occurring minimally on quarterly basis. Serve as a member of a SECA Commission as appointed by the SECA President.*
- h. *Attend pre-conference meeting of the SECA Board of Directors and remain visible and participants at the annual SECA conference. A schedule of required attendance events will be provided by the Executive Director prior to conference. This is a week-long commitment;*

- i. Submit a written report prior to each SECA board meeting as directed by the SECA President;*
 - j. Share with the SECA office the names of award winners in a timely fashion, (Please Note: The SECA office will send one reminder to the eligible states but it is understood it is the responsibility of the state affiliate to meet deadlines or forfeit the award and their place in the rotation);*
 - k. Inform Oklahoma Governing Board of students grants available;*
 - l. Inform Oklahoma Governing Board of the requirements of the SECA Representative to ensure this elected/appointed position is filled by a qualified person. (Please note that this position requires a full week commitment during the SECA annual conference);*
 - m. Inform Oklahoma Governing Board of SECA election and campaign procedures; and*
 - n. Inform Oklahoma membership of SECA election policies.*
6. If elected or appointed to serve as a SECA officer, or on a commission, carry out other tasks as requested.

FINANCE COMMITTEE

Composition:

President-Elect

Past-President

President

Treasurer (Chair)

Vice President-Membership

Business Manager (ex-officio)

Principal Functions:

1. Recommend the annual operating budget and approve conference budgets.
2. Meet quarterly to oversee the budget and expenditures.

Responsibilities:

1. Present a Finance Committee report at each board meeting.
2. Review all requests for funding that exceed budgeted amounts and submit a recommendation for board approval.
3. Review, approve and monitor conference budgets.
4. Remind board members that requests for proposed budget items or adjustments for the next year are to be submitted by September 1.
5. Prepare the next year's annual operating budget and present it at the November board meeting for board approval.
6. Assure the filing of IRS Form 990A by OKAEYC Business Manager along with an independent Accountant for the previous year.
7. Assure that the financial records are reviewed annually by a certified public accountant or an outside audit committee appointed by the President.

AWARDS, SCHOLARSHIPS, AND NOMINATING COMMITTEE

Chairperson Qualifications:

The Nomination Committee shall be co-chaired by the Past-President or President-Elect and consist of at least three (3) members of OKAEYC, including the Vice-President of Chapters. Nomination Committee members shall be approved by the Governing Board.

Chairperson Responsibilities:

1. Awards and Scholarships:

- Prepare awards descriptions and nomination forms for the newsletter and other publications to encourage submissions.
- Contact members, and candidates that may be a good fit/interested to remind them about nomination forms and deadlines. (digital forms are to be completed through WIX posted on website) consult with PR committee.
- Seek nominees for the Helen Harley Memorial Award and Marian B. Hamilton Award in designated years, pending OKAEYC board approval.
- Serve on the Accreditation Award Selection Committee when funds are available.
- Convene an awards committee (including the OKAEYC President-Elect, Past President, and President) to evaluate nominees and recommend recipients for board approval.
- Coordinate the Special Services Award if a suitable nominee is secured.
- Work with the Member-at-Large for Public Policy to present the Friend of Young Children Award.
- Select (submit to business manager for purchase) plaques, certificates, or mementos for recipients of Distinguished Service, Professional Advancement, and Scholarship awards. Coordinate scholarship awards with the Oklahoma City Community Foundation.
- Inform award recipients (draft email) of their selection and presentation details for the conference.
- Participate in presenting awards at the annual conference.
- Submit an article with bios/pictures about award recipients to the Member-at-Large for Public Relations for media publicity.
- Assist the incoming Chairperson with the transition by clarifying duties.

2. Nominating:

- Seek nominees for leadership positions, ensuring they meet specified qualifications, including leadership qualities and diverse representation (field, geography, demographics, etc.).
- Present a proposed slate of officers for board approval.
- Adhere to the Nominating and Election Policies timeline.
- Submit budget requests or adjustments for the next year to the Finance Committee by September 1.
- Assist the incoming Nominating Committee Chairperson by clarifying the responsibilities of the role.

Bylaws: Section 1. Nomination Committee Appointment. The Nomination Committee shall be chaired by the Past-President or President-Elect and consist of at least three (3) members of OKAEYC, including the Vice-President - Chapters. Nomination Committee members shall be approved by the Governing Board. Section 2. Nomination Committee Duties. Substantial effort shall be made to ensure representation from all ethnic, geographical, and professional groups within Oklahoma. The Nomination Committee shall follow the guidelines set forth in the OKAEYC Policy Handbook. Section 3. Elections. Elections shall be determined by simple majority vote, completed by November 1 of each year, and conducted at a membership meeting, by mail or electronically as determined by the Governing Board and in accordance with current high performance standards, inclusive best practice, OKAEYC bylaws and policies. The process is otherwise defined in the OKAEYC Policy Handbook.

Section 4. Awards. The Awards Committee will make recommendations for awards as identified in the Policy Handbook.

LEADERSHIP COMMITTEE

The Leadership Committee, chaired by the Vice President of Membership, consists of at least three (3) members of OKAEYC. Members are welcome to contribute to the following activities, though participation in any of these is optional:

1. Assisting with the creation of a yearly calendar for training sessions available to members and non-members.

a. help coordinate with board members to sign up for designated training. Training facilitators can be appointed by the board member or may facilitate the training themselves.

b. collaborate with the Business Manager and PR chairs to ensure the promotion of events.

2. Supporting the planning and coordination of events aimed at promoting membership.

a. help organize a membership social network gathering, which takes place at least once a year.

b. coordinate resource events in partnership with other non-profits, including hosting an OKAEYC membership table.

3. Acting as a consultant by offering suggestions and networking opportunities for planning events such as the Leadership Symposium and Week of the Young Child.

4. Promoting OKAEYC events by sharing publications and flyers with community members.

5. Assisting with grant writing or connecting OKAEYC to potential grant opportunities.

CONFERENCE COMMITTEE

Qualifications:

The Conference Committee shall be chaired by the Conference Co-Chairs and must include at least three (3) members of OKAEYC.

Committee Member Responsibilities:

1. Plan and execute the annual OKAEYC conference.
2. Recruit volunteers and assist with conference setup and breakdown.
3. Research and recommend potential conference venues.
4. Organize fundraising efforts, including collecting donations and recruiting sponsors and vendors.
5. Recruit and select keynote speakers, as well as breakout session presenters.
6. Offer assistance with other events such as Leadership Symposium and Week of the Young Child.

PUBLIC RELATIONS/SOCIAL MEDIA COMMITTEE

Qualifications:

The Public Relations/Social Media committee will be led by the member at large - public relations chair and at least two (2) OKAEYC Board members.

Chairperson Responsibilities:

1. The committee will focus on awareness of OKAEYC as led by our mission. The committee will work to execute relevant and frequent social media posts, website updates, newsletters, and general early childhood awareness.

Per OKAEYC By laws:

Section 4: **Public Relations/Social Media Committee.** The Public Relations/Social Media committee will be led by the member at large - public relations chair. The committee will focus on awareness of OKAEYC as led by our mission. The committee will work to execute relevant and frequent social media posts, website updates, newsletters, and general early childhood awareness.