



## **PRESIDENT**

### ***Qualifications:***

1. A current member of OKAEYC.
2. Has been actively engaged in early childhood education, early childhood development, child care, 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 meetings.
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:***

*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. 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.
4. Make appointments to fill unexpired terms of board members as needed.
5. Work closely with the OKAEYC Conference Chairs to ensure successful conferences.
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. Collaborate with officers of other professional groups as a representative of OKAEYC.
9. Follow OKAEYC bylaws in conducting all business of the organization.
10. 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
11. On annual basis:
  - a) Ensure annual orientation of new officers and committee chairs and support their development and understanding of their duties and responsibilities.
  - b) Designate necessary committee chairs for a one year term, and communicate to all committee chairs their committee's purpose and responsibilities;
  - c) Appoint members of the Nominating Committee;
  - d) Ensure the filing of IRS Form 990A by OKAEYC office manager;
  - e) Ensure board members are listed on the NAEYC website under Board Member Roster;
  - f) Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1;
  - g) Complete the Annual Report due to NAEYC on January 31 for the previous year;
  - h) Provide documentation of President's annual activities to Governing Board at the final meeting of each year;
  - i) 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;
  - j) 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
  - k) Ensure communication & planning with the President-Elect on all proposed actions when implementation will extend beyond the President's term of office.



## **OKAEYC PAST PRESIDENT / PRESIDENT-ELECT**

**(These positions will be served on alternating years. The qualifications differ for each role, but the principal functions and responsibilities are the same.)**

### ***President-Elect Qualifications:***

1. A current member of OKAEYC.
2. Has previously served as a member of the OKAEYC board and maintains current membership.
3. Has shown active leadership in OKAEYC activities.
4. Has been actively engaged in early childhood education, child development, child care or a related field.

### ***Past President Qualifications:***

1. A current member of OKAEYC.
2. Has previously served as OKAEYC President-Elect and President.

### ***President-Elect/Past President Principal Functions:***

1. Elected to serve on the OKAEYC Governing Board as President-Elect/ Past-President for one year terms. The President-Elect will be elevated to the office of President and serve a one-year term.
2. To assist the OKAEYC President in the planning and implementation of activities to further the goals of OKAEYC, SECA and NAEYC.
3. To collaborate with the Governing Board to plan and implement the annual retreat.
4. To provide support to the Member at Large for Conferences.
5. To serve as chair of the Nominating Committee.
6. To serve as chair of the Finance Committee.
  - a. Convene meetings of the Finance Committee on a quarterly basis, or more often as needed; and
  - b. Ensure that the responsibilities of the Finance Committee are completed in a timely manner.

### ***President Elect/Past President 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. Attend all OKAEYC Executive Committee and Governing Board meetings.
2. Become familiar with OKAEYC, SECA and NAEYC policies, bylaws and programs, and review the OKAEYC board meeting minutes of the previous two years.
3. Serve as chair of the Nominating Committee
  - a. Solicit names of possible nominees from all chapters and through the newsletter and website;
  - b. Assist the President in appointing Nominating Committee members;
  - c. Convene the committee to formulate a slate of officers;
  - d. Obtain board approval of the slate;
  - e. Work with the newsletter committee and office manager to publish the ballot;
  - f. Receive and tabulate election results;
  - g. Notify all candidates and the President of the election results;
  - h. Invites newly elected officers to the November board meeting; and
  - i. Submit election results to be put in the newsletter and posted on the website
4. Attend all meetings and participate as a member of the Finance Committee, and be familiar with the OKAEYC's fiscal policies and financial management.
5. Plan the annual retreat with input from the President and Board, including setting the date and location of the retreat, detailing an agenda, and sharing information on lodging and meal accommodations.
5. Attend SECA and NAEYC conferences and leadership training, as time and funding allows.
6. In the event that the President is unable to complete his/her term of office, complete the unexpired term. 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.
7. Identify members who are interested in serving on the Board.
8. Assist with preparation of the NAEYC Annual Report. Upon becoming President, s/he signs document along with the now Past-President/president-Elect.
9. Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
10. Assist the incoming President-Elect by clarifying the duties and responsibilities of the office.



## 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:***

*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. Attend all OKAEYC Executive Committee and Governing Board meetings.
2. Submit a written committee report, even when report is “no report,” to OKAEYC Office Manager at least one week prior to each Governing Board meeting.
3. Interpret and report current status of membership to the OKAEYC Governing Board at board and business meetings (information obtained from office manager or NAEYC website).
4. Work with the OKAEYC Office Manager in maintaining an updated OKAEYC membership list.
5. 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 Office 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.
6. Ensure the OKAEYC membership table at conferences is staffed.



7. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
8. Assist the incoming Vice President-Membership by clarifying the duties and responsibilities of the office.



## 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:***

*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. Attend all Executive Committee and Governing board meetings and present concerns and recommendations for action.
2. Submit a written committee report, even when report is “no report,” to OKAEYC Office Manager at least one week prior to each Governing Board meeting.
3. Encourage the formation of chapters through verbal and written contact with interested individuals and provide them with the information located in Chapter Handbook.
4. Review documentation that a new chapter association has met the guidelines required to become an OKAEYC chapter.
5. Submit a recommendation for consideration by the OKAEYC Governing Board regarding the acceptance of a proposed chapter.
6. If requested, submit request for approval of start up funds for new chapters.
7. Update the Chapter Handbook and distribute additions and revisions to chapter leadership.
8. Review requests for special project funding from chapters, and make recommendations for



approval to the board.

9. Consult with chapter leadership on their concerns, and provide assistance as needed.
10. Request Chapter budgets and requests be submitted to OKAEYC by June 1
11. Request Chapter annual reports be submitted to OKAEYC by June 1
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 1.
18. Assist the incoming Vice President - Chapters by clarifying the duties and responsibilities of the office.





## SECRETARY

### ***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 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 Robert's Rules of Order.

### ***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. Attend and record the minutes of OKAEYC Executive Committee meetings, Governing Board meetings, and other business meetings.
2. Send a copy of proposed minutes to the Board and Office Manager within 2 weeks following the meeting. Following motion by the board (electronic approval) minutes will be posted on the webpage by the Office Manager.
3. Ensure that submitted copies of the treasurer's report, annual audit, minutes and other pertinent correspondence are provided for OKAEYC's archives.
4. Prepare correspondence as directed by the President or Board, and send duplicate copies of any correspondence to the President.
5. Communicate with the OKAEYC Office Manager to ensure that any changes in policy are incorporated into the OKAEYC Policy Handbook.
6. In conjunction with the OKAEYC Office Manager, ensure that each board member has the most current revision of the OKAEYC Policy Handbook.
7. In the case of electronic vote, work in conjunction with the OKAEYC Office Manager to document and file results of the vote.
8. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.



9. Assist the incoming Secretary by clarifying the duties and responsibilities of the office.



## TREASURER

### ***Qualifications:***

1. A current member of OKAEYC.
2. Has a general knowledge of fiscal and budgeting practices.
3. 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 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 Office 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 and Finance Committee meeting. This report is prepared by and in conjunction with Office Manager.
2. Submit a Treasurer's report, even when the report is "no report," to the OKAEYC Office 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 documents to Office Manager 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 Office Manager the availability of funding in the budgeted category;
  - c. Notify the Finance Committee Chair of the request and the treasurer's recommendation;



- d. Act upon the request at the next Finance Committee meeting; and
- e. Notify the person making the request of the decision.
5. Receive and analyze a monthly report from the Office Manager and review the bank reconciliation statement at least quarterly.
6. Assist the Member at Large for Conferences in preparing conference budgets for Finance Committee approval.
7. Work with Office Manager on the conference registration process.
8. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
9. 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 Office Manager.
10. Assure the filing of IRS Form 990A by the OKAEYC Office Manager for the previous year.
11. Assist the incoming Treasurer by clarifying the duties and responsibilities of the office.



## SECA REPRESENTATIVE

### ***Qualifications:***

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

### ***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:***

*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. Attend all board meetings and report to the board on SECA goals and activities.
2. Submit a committee report, even when the report is “no report,” to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.
3. 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.
4. If elected or appointed to serve as a SECA officer, or on a commission, carry out other tasks as requested.
5. Communicate the viewpoint of the SECA Board of Directors to the members through OKAEYC newsletter articles and through the state board.
6. Obtain the SECA display from the SECA office, when available, for use at the OKAEYC conference.
7. Communicate the interests and concerns of the OKAEYC board and membership to the SECA Board of Directors.



8. Share information on SECA publications with the OKAEYC Member at Large for Public Relations.
9. Assist the incoming SECA Representative by clarifying the duties and responsibilities of the office and transferring to them a current Policy Manual.



## NAEYC AFFILIATE COUNCIL REPRESENTATIVE

### ***Qualifications:***

1. A current member of OKAEYC.
2. Has served on the Governing Board of OKAEYC, and been an active member of the Board, preferably as President.
3. Demonstrated high-quality leadership with commitment and contributions to the field.
4. Strong interpersonal skills with ability to objectively consider various perspectives to guide discussions and recommendations of the Affiliate Council.
5. Time to provide necessary leadership to serve effectively as an Affiliate Council member, including the commitment and flexibility to attend the two regularly scheduled Affiliate Council meetings each year.
6. Able to represent the “voice” and perspective of the entire state – a team player who knows what is happening in local areas and state-wide.
7. Ability to be a spokesperson on behalf of the Affiliate Council and its mission, principles and activities.
8. Strong communication skills, including the ability to listen and to also state ideas clearly.
9. Strong commitment to the transformation of the NAEYC Affiliate structure into a high-performing, inclusive organization.

### ***Principal Functions:***

1. 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 NAEYC Governing Board, assisting in carrying out the goals of the association.
3. To facilitate communication between NAEYC and OKAEYC.

### ***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. Attend Affiliate Council meetings, or send a designated alternate with prior notification to the Affiliate and Member Relations Department and the region representative. If sending an



alternate, ensure s/he has an updated agenda and information required in order to fully participate. Hotel charges paid by OKAEYC with some funds (as available) from NAEYC. Hotel should consist of four nights to include participation in Affiliate Leadership Day (if offered, generally scheduled on Wednesdays) and Affiliate Council Meetings (generally scheduled on Saturdays).

2. Serve the Affiliate Council as a person charged with the responsibility of considering the voices of the entire NAEYC membership across the country as well as internationally in making decisions.
3. Serve as a communication link between OKAEYC membership and NAEYC staff/governing board and vice versa.
4. Participate in the monthly Leadership Conference Call sponsored by NAEYC staff and the Affiliate Council Executive Committee as well as regional conference calls.
5. Become familiar with NAEYC policies and procedures, bylaws, minutes of the previous two years, finance records and programs.
6. Serve as a NAEYC committee member or on a commission if elected or appointed and carry out other tasks as requested.
7. Assist the incoming NAEYC Affiliate Council Representative by clarifying the duties and responsibilities of the office and transferring to them a current Policy Manual.
8. Undertake other duties as directed by the Council.
9. Submit a committee report, even when the report is “no report,” to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.





## MEMBER AT LARGE - CONFERENCES

### ***Qualifications:***

1. A current member of OKAEYC.
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 for a two-year term beginning in an odd-numbered year.
2. To form and lead a committee responsible for organizing the OKAEYC conference.
3. To form and oversee a Division for Development committee responsible for:
  - a. Organizing and conducting a silent auction at the OKAEYC Conference to raise funds for staff and curriculum development, parent education and involvement, and leadership development;
  - b. Organizing efforts to gather and donate items for the SECA Annual Conference silent auction, ensuring that the items arrive at the conference; and
  - c. Provide articles for the newsletter that will support fundraising efforts.

### ***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. Attend all Governing board meetings and present conference plans and progress, and report on activities and response to fundraising efforts.
2. Work with the President to appoint a Conference Co-Chair.
3. Submit a report, even when the report is “no report,” to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.
4. Recommend keynote speakers, themes, logos, conference sites, committee chairs and budgets to the Governing Board for approval.
5. Ensure contracts for the facility and keynote speakers are signed by the President or Office Manager.



6. Work closely with conference committee in planning a timeline for completion of tasks outlined in the Conference Policies.
7. Assist Office Manager in preparing for registration with provision of space for sales, and silent auction space.
8. Arrange for award of Girdie Ware/Ramona Paul and Ann Mills Awards in coordination with Awards Committee.
9. Submit a final conference report at the board meeting following the conference.
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 Conferences by clarifying the duties and responsibilities of the office.



## **MEMBER AT LARGE – PUBLIC RELATIONS**

### ***Qualifications:***

1. A current member of OKAEYC.
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 for a two-year term beginning in an even-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.
5. Oversight of the OKAEYC Newsletter to include:
  - a) Compiling, editing, and publishing the association newsletter four times annually;
    - a. Plan content for the newsletter;
    - b. Provide suggested topics for articles at board meetings;
    - c. Obtain articles, photographs, and other material as needed for the newsletter from board members and state chapters;
    - d. Oversee the production process and distribution process,
    - e. Adhere to the established publication months of February, May, August, and November.
  - b) Work with the Nominating Committee to ensure that the call for nominations, election information, ballot and election results are included in the newsletter;
  - c) Assist the Member-at-Large for Conferences by publishing a Call for Proposals and conference announcements in the newsletter; and
  - d) Assist the Awards Committee Chairperson by printing information about OKAEYC awards, request for nominations and award recipients in the newsletter.
6. Oversight of Week of the Young Child publicity to include:
  - a) Contacting state organizations, OKAEYC chapters and local organizers to secure sponsorship, publicity, and assistance in planning and carrying Week of the Young Child events and activities;
  - b) Organizing an extensive public awareness campaign for the Week of the Young Child, working closely with child care licensing staff, and media representatives;
  - c) Assisting interested individuals and organizations in planning events and activities to celebrate the Week of the Young Child;



- d) Requesting a Governor's proclamation to be presented in a formal ceremony in recognition of the Week of the Young Child; and
  - e) Maintaining a file of related materials and items reflecting the previous year's activities and successful initiatives in other states.
7. Oversight of OKAEYC history to include:
- a) Work in collaboration with OKAEYC Secretary to safely store records, at either/both OKAEYC office and OSU archives.
  - b) Maintaining the binder 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
  - c) Creating a written report of work for the year to be filed with the Office 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. Attend all Governing board meetings to share information and recommend board action.
2. Submit a report, even when the report is "no report," to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.
3. Work with the Member-at-Large for Conferences to promote OKAEYC events and provide updated materials for distribution.
4. Increase public awareness of the needs of young children, professionalism, and OKAEYC through media campaigns and/or social media.
5. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
6. Assist the incoming Member at Large for Public Relations by clarifying the duties and responsibilities of the office.

***Pre-Conference Responsibilities:***

1. Obtain information and conference materials from the conference chairperson three months before the conference.
2. Send conference announcement to other organizations, newsletters and periodicals including *Young Children* and *Dimensions*.
3. Prepare written material and announcements for the media. Send the news release to state and local newspapers giving place, keynote, theme and dates of the conference.
4. Call news media and establish a contact person to receive materials.



5. Mail materials six weeks in advance of the conference, working with the Office Manager.
6. Follow-up mailings with telephone calls to determine possible publication and/or broadcast dates.
7. Attempt to arrange for live interview with keynote speakers, conference chairperson and/or OKAEYC President.

***Conference:***

1. Set up association display and sales booth. Arrange for OKAEYC members to monitor booth, greet participants and answer questions.
2. Facilitate interviews by news media with keynote speakers, conference chairperson and/or OKAEYC President.
3. Greet news media personnel when they arrive at the conference.
4. Collect copies of newspaper articles on the conference.

***Post-Conference:***

1. Submit bills to the conference chairperson.
2. Submit funds from items sold to the Treasurer. Complete report for Governing Board of funds raised from the sale of all materials at conferences.
3. Evaluate tasks.
4. Write and send copy of report to the conference chairperson.



## MEMBER AT LARGE – NAEYC ACCREDITATION ADVISORY

### ***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. Elected 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
  - b. Selection of scholarship recipients in conjunction with Awards Committee.
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:***

*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. Attend all Governing board meetings and report to the board on the status of accredited programs in Oklahoma as well as national, state and local initiatives.
2. Submit a committee report, even when the report is “no report,” to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.
3. Promote awareness of NAEYC accreditation of early childhood programs both within the early care and education community and among the public at large.
4. Promote awareness of OKAEYC & CAEP accreditation within the higher education community and the public at large.
5. Promote OKAEYC as a leading resource for programs seeking accreditation.



6. 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).
7. 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
8. Work closely with representatives to keep abreast of current trends and/or changes within accreditation.
9. Provide Office Manager with updated congratulatory form letter with newly accredited programs for mailing/distribution.
10. 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.
11. Participate in monthly NAEYC Affiliate phone calls.
12. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
13. Assist the incoming Member at Large for Accreditation Advisory by clarifying the duties and responsibilities of the office.



## MEMBER AT LARGE - PUBLIC POLICY

### ***Qualifications:***

1. A current member of OKAEYC with an interest in public policy.
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 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:***

*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. Attend all board meetings to share public policy information and present recommendations for board action.
2. Submit a report, even when the report is “no report,” to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.
3. 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;
  - e. Participate in conference planning by ensuring relevant workshops and providing public policy resources to members;
  - f. Submit public policy articles to the Public Relations Chair; and
  - g. 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 model on current NAEYC Public Policy Agenda. Submit agenda to Governing Board for approval. Post agenda on website and distribute to membership by e-mail.
6. When financially possible, attend and participate in the annual NAEYC Public Policy Forum and report back to membership. Encourage membership participation in the forum as well.
7. Within one month of taking office, advise all board members of the requirement to sign up for NAEYC Children's Champions email.
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.



## OFFICE MANAGER

### ***Principal Functions:***

1. Maintain the financial and membership records of OKAEYC in conjunction with the Finance Committee.
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 a computerized data system 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. Submit a report, even when the report is “no report,” to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.
7. Maintain and update the OKAEYC website.

### ***Responsibilities:***

1. Attend board and Finance Committee meetings as needed
  - a. Assist the Treasurer in presenting the financial report to the Finance Committee and the board.
  - b. Assist the Vice-President of Membership in presenting membership information to the board.
  - c. Maintain a file of board meeting minutes.
2. Respond to questions and requests for information from members.
  - a. Establish and maintain regular office hours.
  - b. Maintain current information on NAEYC and SECA policies and initiatives.
  - c. Attend meetings of related organizations.
  - d. Review professional literature.
  - e. Create and maintain a reference file.
3. Maintain membership records.
  - a. Keep updated records on the computer data base.
  - b. Provide updated membership information to NAEYC and SECA.
  - c. Prepare chapter membership list and mails to chapter leadership with dues on a quarterly basis.
  - d. Provide mailing labels of members in zip code order upon request.
4. Maintain financial records of the organization.
  - a. Create budget and financial reports as directed by the Treasurer.



- b. Submit a weekly report of activities to the Treasurer.
  - c. Write checks and pay bills as directed by the Treasurer.
  - 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.
  - g. Obtain check signing cards from the bank at the beginning of the fiscal year.
5. Maintain organizational records.
- a. Sort records and file in the permanent office records.
  - b. Assist with the distribution of the OKAEYC Handbook to board members.
6. Provide support to chapters.
- a. Maintain current list of all chapters.
  - b. Maintain Chapter Handbook.
  - c. Assist with financial record-keeping.
7. Manage conference registration.
- a. Attend conference planning meetings.
  - b. Assist with the development of conference registration materials.
  - c. Accept pre-registrations and enter data on the computer.
  - d. Assist with conference registration at the conference.
  - e. Send accounts receivable invoices for any conference moneys due.



## **FINANCE COMMITTEE**

### ***Composition:***

President-Elect / Past-President (Chair)  
President  
Treasurer  
Vice President-Membership  
Office Manager (ex-officio)

### ***Principal Functions:***

1. Recommend the annual operating budget and approve conference budgets.
2. Meet quarterly to oversee the budget and expenditures.
3. Monitor the activities of the Office Manager and fill the position whenever a vacancy arises.

### ***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 Office Manager 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.
8. Review the performance of the OKAEYC Office Manager and recommend renewal of his/her contract.



## **AWARDS and SCHOLARSHIPS COMMITTEE**

### ***Chairperson Qualifications:***

A current member of OKAEYC appointed by the President with approval from the Executive Committee.

### ***Chairperson 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. Attend Governing Board meetings to share information on awards.
2. Submit a committee report, even when the report is “no report,” to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.
3. Prepare awards descriptions and request for nominations forms for the May newsletter to encourage members to submit nominations for awards. Contact chapter presidents to remind them of the nomination forms and deadline for submission. Have nominations forms available for distribution at various meetings.
4. In years designated by SECA for Oklahoma to receive the Helen Harley Memorial Award and the Marian B. Hamilton Award, seek nominees for approval by the OKAEYC board.
5. When funds are available, serve as a member of Accreditation Award Selection Committee.
6. Convene an awards committee to evaluate nominees and recommend recipients for board approval. The OKAEYC President-Elect/Past President and the President will serve on this committee.
7. If a suitable nominee is secured, coordinate the Special Services Award.
8. Coordinate with the Member-at-Large for Public Policy to present the Friend of Young Children Award.
9. Purchase plaques, certificates or mementos for recipients of the Distinguished Service, Girdie Ware/Ramona Paul, Ann Mills and Scholarship awards. Obtain membership cards from the OKAEYC Office Manager. Coordinate scholarship awards with the Oklahoma City Community Foundation.
10. Obtain board approval for award recipients.



11. Contact recipients to inform them of their selection and the date and time of the presentation at the fall conference.
12. Participate in presenting awards at the annual conference.
13. Submit an article about award recipients to the Member-at-Large for Public Relations for the November newsletter and for media publicity.
14. Submit bills to the treasurer for the current year.
15. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
16. Assist the incoming Awards & Scholarship Committee Chairperson by clarifying the duties and responsibilities of the office.



## NOMINATING COMMITTEE

### ***Qualifications:***

The Nomination Committee shall be chaired by the Past-President/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. Attend all Governing board meetings and report to the board on planning for the election process.
2. Submit a committee report, even when the report is “no report,” to the OKAEYC Office Manager at least one week prior to each Governing Board meeting.
3. Seek out nominees that meet the specified qualifications and reflect the following characteristics:
  - a. leadership qualities;
  - b. representation from a variety of early childhood fields;
  - c. geographical representation;
  - d. multicultural representation; and
  - e. current membership in OKAEYC.
4. Present a proposed slate of officers for board approval.
5. Meet deadlines specified in the Nominating and Election Policies time line.
6. Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
7. Assist the incoming Nominating Committee chairperson by clarifying the duties and responsibilities of the office.