

President

Term of Office: 2 years

Term Limit: 2 Terms

Purpose: The Board President is the chief volunteer leader of NJAEYC who presides at all meetings of the board, the executive committee, and other meetings as required. The President is an ex officio member of all committees of the organization. The President oversees implementation of policies and procedures and ensures that appropriate administrative systems are established and maintained.

Responsibilities:

- Serve as the Chief Volunteer of the Association.
- Provide leadership to the Board, who sets policy.
- Work with and mentor the President Elect.
- Preside at meetings of the Board, the Executive Committee, the Annual meetings, and all other meetings as required.
- Developing the agenda of meetings with the Executive Committee.
- Appoint chairpersons of special committees, in consultation with other Board members.
- Serve as ex officio as a member of committees and may attend their meetings.
- Discuss issues confronting the Association with the Executive Committee.
- Help guide and mediate Board actions with respect to the Association's priorities and concerns.
- Serve on the Finance Committee and monitors financial planning and financial reports.
- Attend the NAEYC Annual Leadership Conference.
- Attend the NAEYC Annual Conference
- Play a leading role in fund-raising activities when applicable.
- Informally assess the effectiveness of the Board activities.
- Annually assess the performance of the Association in achieving its mission.
- Perform other responsibilities as requested by the Board.
- Assist in the recruitment of talent for committees.
- Represent the Association in professional and public settings.
- Assure that the appropriate committee conducts the evaluation of the paid consultants regularly, and that recommendations are made accordingly.

Qualifications:

- A member of NJAEYC and NAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC vision, mission, goals and objectives, and services
- An understanding of the responsibilities and relationship of paid & volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate ideas
- Proven ability to lead the organization
- Strong interpersonal skills with the ability to objectively consider various perspectives in guiding in guiding major policy decisions of the Association

President-Elect

Term of Office: 1 year

Purpose: The President Elect is the chief volunteer in training who attends all meetings of the Board, the Executive committee and other meetings as required.

Responsibilities:

- Prepare to assume the Office of President.
- Fill the Office of President should that office become vacant, and subsequently fills the Office of President for a regular term as is entitled to the president-elect.
- Assist the Board President in the execution of his or her duties.
- Serve ex officio as a member of committees and may attend their meetings.
- Assist the President to plan and implement activities to further the Association's vision, mission, goals and objectives.
- Attend the NAEYC Annual Leadership Conference.
- Participate in annual conferences: state and national.
- Promote Association membership.
- Confer with President on proposed or adopted board actions.
- Perform other duties upon request of President.

Qualifications:

- A member of NJAEYC and NAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC vision, mission, goals and objectives, and services
- An understanding of the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate ideas
- Demonstrated potential to lead the Association
- Strong interpersonal skills with the ability to objectively consider various perspectives in guiding major policy decisions of the Association

Secretary

Term of Office: 2 years

Term Limit: no term limit

Responsibilities:

- Prepare and provide written minutes to board members in the specified time.
- File approved minutes.
- Maintain the official list of board members in accordance with policy and procedure.
- Maintain records of the board, including legal documents and ensures effective management of organization's records.
- Be sufficiently familiar with legal documents (By-laws, IRS determination letter, etc.) to note applicability during meetings.
- Record and distribute minutes of all board meetings, executive committee meetings, and annual meeting.
- Submit minutes of annual meeting for inclusion in next year's annual report.
- Maintain board business and legal records in conjunction with History/archives Committee and/or staff (if any.)
- Maintain an Association annual calendar of business and legal responsibilities.
- Prepare correspondence at direction of the Board.
- Coordinate disbursement of Board communication prior to all Executive Committee and Board meetings.
- Maintain file of all NJAEYC correspondence.

Qualifications:

- A member of NJAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC's vision, mission, goals and objectives, and services
- An understanding of the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate ideas
- Access to a computer, printer, fax and email

Vice President Of Organizational Development

Term of Office: 2 years

Term Limit: 2 Terms

Purpose: To support the organizational development of the Association.

Responsibilities:

- Oversee governance, finance, and strategic planning committees.
- Facilitate communication among/between committees and the Board
- Nurture the development of potential leaders
- *Represent his/her committees at Executive Committee and Board meetings.*
- Serve as ex officio as a member of committees and may attend their meetings.
- Serve as a member of the Governance Committee and chairperson of the Nominating Team in the absence of a Past President.

Qualifications:

- A member of NJAEYC and NAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC vision, mission, goals and objectives, and services.
- An understanding of the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate idea

Committees

Governance Committee—Purpose: To ensure the leadership development of the Association. Includes the following teams: Nominating Team, Board Orientation and Development Team, and Policy and Document Review Team.

Finance Committee—Purpose: To ensure the financial well being of the Association.

Strategic Planning Committee—Purpose: To establish and monitor short and long term goals of the Association.

Membership—Purpose: To develop policies and procedures for the recruitment, retention, and recognition of members of the Association.

Vice President Professional Development

Term of Office: 2 years

Term Limit: 2 Terms

Purpose: To ensure opportunities for the professional growth and development of members of the Association.

Responsibilities:

- Oversee the Conference, Student Groups, Accreditation, Library and Program Committees.
- Facilitate communication among/between committees and the Board.
- Nurture the development of potential leaders.
- *Represent his/her committees at Executive Committee and Board meetings.*
- Attend NAEYC Professional Development Institute.
- Serve as ex officio as a member of committees and may attend their meetings.

Qualifications:

- A member of NJAEYC and NAEYC
- A commitment to NJAEYC and its values
- An understanding of NJAEYC vision, mission, goals and objectives, and services
- An understanding of the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Experience and/or interest in event planning

Committees

Conference Committee—Purpose: To plan and implement the annual conference of the Association.

Accreditation Committee—Purpose: To provide technical assistance, support and recognition to all involved in the Accreditation process.

Library Committee—Purpose: To establish and maintain resource material for the purpose of lending to the Association's members.

Student Groups—Purpose: To recruit, nurture, and develop future leaders of the Association.

Programs Committee—Purpose: To plan and implement programs for the leadership development of the Board.