

**KANSAS ASSOCIATION FOR THE  
EDUCATION OF YOUNG CHILDREN**

**KAEYC**

**Governing Board Manual**

**Revised July 2009**

# KAEYC GOVERNING BOARD MANUAL

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## Kansas Association for the Education of Young Children Vision, Mission, Values, and Goals

### **KAEYC Vision**

All children in Kansas have access to quality, early childhood experiences.

### **KAEYC Mission**

KAEYC advocates for quality early childhood education for all young children, birth through age eight, and strives to meet the professional needs and interests of the diverse early childhood community.

### **KAEYC Values**

KAEYC members are guided by the values of caring, honesty, respect, and responsibility as they conduct their professional association work.

### **KAEYC Goals**

KAEYC's goals are to:

- Improve professional practice and working conditions in the field of early childhood education
- Build public understanding and support through public initiatives and public awareness
- Build and maintain a strong, diverse, and inclusive organization.

Approved 2002

## SECTION ONE: GOVERNING BOARD OPERATIONS

### I. Kansas Governing Board Policies

#### Policy One:           Setting Policies

Procedure:

All policies will be set by a simple majority vote of the governing board.

#### Policy Two:           Reviewing Policies

Procedure:

The parliamentarian will review the minutes of the board meetings and motions made regarding policies. The parliamentarian will make the board aware of any suggested revision to set policies and ask the president to call for a vote to change the policy. The Parliamentarian will assure that the necessary changes in the manual are made and a revised governing board manual be distributed to each board member and committee chairperson at the orientation meeting.

#### Policy Three:        Conducting Business Between Scheduled Meetings (Initiated by President)

If required, governing board business between scheduled meetings may be conducted by electronic communication, mail or by special meeting.

Procedure:

When special issues or emergency business requiring governing board action between meetings arise, the president may conduct such business by electronic communication, mail or special meeting with the Executive Board. Electronic communication will allow 24-hour response time from governing board members. Action taken at special meetings will be reported to the governing board at the next regularly scheduled meeting. When appropriate, governing board members may be contacted by electronic communication or mail for input on an item needing action (such as a letter expressing the views of the governing board). Governing board members will verify receipt of such communication. Non-voting board members should be included in any action between meetings.

#### Policy Four:        Conducting Business Meetings (Initiated by governing board members)

If the president fails to initiate the above process when requested, any three governing board members may do so.

Procedure:

Governing board members may request the president initiate governing board action between meetings. If the president does not see a need to conduct this business before the next scheduled meeting, she/he may deny the request. If three members of the governing board are in strong agreement that this business should be conducted, they may call a special meeting with 48 hours notice. (Note: governing board members may not conduct this meeting by electronic means or mail.)

## II. KAEYC Governing Board Positions

### Policy One: Entry Level Positions

All elected governing board positions are considered entry-level positions with the exception of the following:

President- will have served as president-elect for one term immediately prior to presidency.

Vice-President

Secretary

Treasurer

Affiliate Council Representative

Mid West Representative

All Committee Chairpersons are considered entry-level positions.

#### Procedure:

The nominating committee will be responsible for assuring the potential nominee fulfills the adequate qualification for any elected governing board position.

### Policy Two: Resignation

Any governing board member needing to resign his/her position on the governing board will notify the president, in writing, at least one month prior to final resignation.

#### Procedure:

The Nominating committee will be consulted for a recommended replacement, which the president will appoint.

### Policy Three: Removal From Office

A governing board member may be asked to resign from office for failure to fulfill responsibilities of his/her job description.

#### Procedure:

Any governing board member may bring this issue to the attention of the executive board. At least three members of the executive board will be appointed by the president to form an ad hoc committee for making an investigation of the situation. The executive board will vote on whether or not to retain the member upon the ad hoc committee's report. The initiating governing board member will receive information regarding the outcome of the vote. If the vote is to remove the member from office, the ad hoc committee will present this recommendation for vote at the next board meeting.

### Policy Four: Attendance

A governing board member may be asked to resign for failure to fulfill attendance requirements. See Bylaws Article VII, Section 7.

#### Procedure:

The secretary will be responsible for keeping attendance records of all KAEYC board meetings and will notify the president of those who have not fulfilled attendance requirements. Any member with prior knowledge of his/her absence at a board meeting will notify the president at least two weeks before the scheduled meeting. Emergency absences should be reported to the

president as soon as possible before the meeting. The president notifies persons and governing board members of the failure to comply with attendance requirements. If necessary, an ad hoc investigation committee will be assigned as in procedure three above.

### III. Planning and Supervision

#### Policy One: Annual Planning

The governing board must approve the annual goals and objectives, budget, and board calendar.

##### Procedure:

Each committee chairperson, and interested group leader will write and submit annual objectives based upon the KAEYC 3 year goals, including a projected budget to the governing board one month prior to the Annual Planning Meeting. Final drafts will be submitted to the president by the deadline set for review by the executive board. Governing board members will receive copies of all drafts with the agenda for the governing board meeting preceding the fiscal year. The governing board, before adoption at this meeting, will suggest changes and adaptations. All persons should be present to explain their proposals.

#### Policy Two: Committee Direction

The governing board will give direction to the standing committees through the supervisory role of the president-elect and vice-president in charge of the program area.

##### Procedure:

The president-elect and vice-president are responsible for assuring that each committee chairperson understands his/her responsibilities of the position. Each Committee Chairperson will submit a quarterly report at the regularly scheduled board meetings.

#### Policy Three:

The organization, when deemed appropriate by the governing board, will collaborate with other early childhood organizations to support a lobbyist to bring our collective agenda before the legislature.

### IV. Communications

#### Policy One: Manuals and Notebooks

Each governing board member will be provided with a governing board manual and notebook.

##### Procedure:

The board will provide each governing board member with a manual and notebook. The outgoing board member will provide his/her successor with the position notebook, which has specific information from the two preceding years. Some of the information this notebook includes is annual goals and objectives, year-end reports, letters, forms, contracts, position statements, etc.

**Policy Two: Notification of Meetings**

Board members will be notified of meeting dates and location for the calendar year within a reasonable period of time following the annual planning meeting.

**Procedure:**

The executive board will set tentative governing board meeting dates and locations prior to the annual planning meeting. A calendar of the year's meetings will be published in the first newsletter following the annual planning meeting.

**Policy Three: Board Meeting Proceedings**

The board meetings will run in a professional manner with a written agenda and adherence to rules of order.

**Procedure:**

The President will preside at the governing board meetings. Persons who wish to be on the agenda must send this request by the assigned deadline.

Persons not listed on the agenda may petition the governing board at the meeting. If approval is given they will be placed on the agenda where deemed appropriate.

The president will appoint a parliamentarian for a one-year term. If this person is not a member of the board, then they will be viewed as a non-voting member. This person will aid in the determination of appropriate procedures according to Robert's Rules of Order during board meetings and will assume other duties as noted in prior Section I, Policy Two, "Reviewing Policies".

**Policy Four: Written Material**

Written material including brochures, flyers and formal papers expressing positions or endorsements of KAEYC (i.e. position statements, letters, etc.) must have governing board approval before final printing and dissemination.

**Procedure:**

The group or individual writing the material should alert the governing board of their intentions and keep the board updated as to their progress. If possible, the final draft should be included in the mailing prior to the meeting at which the vote will take place. If written materials need to be approved between meetings, follow Section I, Policy Three and Policy Four, "Conducting Business Between Scheduled Meetings".

**Policy Five: Mailing List Policy and Procedure**

The requesting agency will submit in writing the actual piece to be mailed and their intention for the use of the KAEYC membership mailing list. The list will be approved for single use only. Any further use must have approval by the KAEYC Executive Board.

**Procedure:**

The request must be submitted to KAEYC Administrator who will forward the request to the Executive Board for approval. Approval will be based on majority vote. The Administrator will notify requesting agency by letter of policy and procedures for using membership mailing list. A processing fee may be assessed at the discretion of the Executive Board.

**Policy Six:           Governing Board Orientation**

All new board members will be oriented to the board.

Procedure:

A meeting date and agenda will be set by the president to accomplish a review of the policies and procedures manual. The president will conduct the review or someone appointed by same.

**Policy Seven:       Board Representation on other AEYC Boards**

When representation of our governing board to other AEYC boards (i.e. Midwest AEYC) is requested, the governing board will elect the representative.

Procedure:

Board members will follow the same application process as prescribed by the Nominating Committee: Section Two; II (Nominating); Policy 2.

**SECTION TWO: COMMITTEE OPERATIONS**

**I       General Committee Policies**

**Policy One:       Program Areas and Standing Committees**

The governing board has established the following Program Areas and Standing Committees.

<b>Program Area</b>	<b>Standing Committees</b>
Business Practices	Finance & Development
	Personnel
Governance	Governance
	Nominating
Local Affiliates	Local Affiliates
Membership	Membership
Public Policy/Public Awareness	Public Policy/Public Awareness
Programs and Services	Accreditation
	At-Large Members
	Awards & Evaluations
	Conference
	Student Involvement

Procedure:

Supervision of said committees may be delegated to a vice president or other member of the Executive Board. The governing board should evaluate status of standing committees annually.

**Policy Two: Ad Hoc Committees**

Throughout the calendar year, ad hoc committees may be deemed necessary by the governing board.

**Procedure:**

The president with governing board approval will appoint ad hoc committees. Supervision of said committees may be delegated to the president-elect, a vice president, or other member of the executive board. The governing board may disband ad hoc committees after the completion of the committee's tasks.

**Policy Three: Committee Chairpersons**

The president with the approval of the governing board appoints all chairpersons.

**Procedure:**

The president confers with the president-elect and the vice president responsible for respective committees in making chairperson appointments. The chairperson may choose a co-chairperson. The co-chairperson should be considered for chairperson in the subsequent year.

**Policy Four: Committee Members**

Committee member openings shall be announced to the general membership of the association.

**Procedure:**

Membership may be made aware of committee positions through the newsletter and at the annual meeting of the general membership. Members will also be surveyed at the time of membership application for interest in service to the organization. The membership chairperson will make the committee chairperson aware of individuals indicating an interest in committee work through the membership application.

**Policy Five: Committee Make-Up**

A committee consists of three or more persons working on the same goals.

**Procedure:**

Committee chairpersons select the committee members from the general membership.

**Policy Six: Committee Chairperson Orientation**

Committee chairpersons will be oriented to their positions before the annual planning meeting at a time selected by the president.

**Procedure:**

Each committee chairperson will be provided with the following:

- KAEYC Governing Board Manual
- Any specific information passed on from the latest holder of the position including prior goals/objectives, year-end reports, letters, forms, contact persons, policies specific to this committee, etc.
- The previous holder of the position will be responsible for orienting the newly appointed chairperson. This will be done within the procedure selected by the president. If the previous holder of the position fails to orient the new chairperson, the member of the executive board responsible for this committee will assume that responsibility.

**Policy Seven: Communication to Governing Board**

The governing board will be kept informed of committee activities.

**Procedure:**

Committee Chairpersons will provide quarterly committee reports to the governing board at board meetings. Annual committee planning, which will include an anticipated budget, will take place at the Planning Meeting. The final evaluative report, which includes actual expenses, is due at the September Board Meeting.

**Policy Eight: Policies Specific to Committee**

Policies of the committee are to be reviewed annually.

**Procedure:**

Prior to the annual planning meeting, the chairperson (and committee members when possible) will meet to review the past policies of the committee and recommend any changes. These changes in policy are to be brought before the governing board at their annual planning meeting for approval.

**II. Nominating****Policy One: Membership Notification**

The nomination committee will notify the membership of the election process.

**Procedure:**

The nominating committee will notify the membership of the election process through the newsletter and annual conference program guide in order to solicit potential nominees for positions available. The nominating committee will seek nominees, which help to build a diverse board. Nominations should be made based on members who have a broad knowledge and awareness of the issues facing the association. Geographic location, current program and organization involvement, racial/ethnic backgrounds, gender and willingness to serve are important considerations in seeking nominations. The nominating committee shall strive for two candidates for each office and more than 5 nominees for board member at large. At-large nominees must have been an AEYC member for the past year and candidates for office must have served the on the KAEYC board for 2 years. Guidelines are found in the bylaws, Article VIII.

**Policy Two: Communication to Potential Nominees**

Potential nominees will be given adequate information about the office or position for which they are being considered, prior to their commitment to run for the position.

**Procedure:**

Potential nominees will be contacted by electronic means or mail to determine interest in being a governing board nominee. If answer is affirmative, he/she will be sent a copy of the "General Responsibilities for all Governing Board Members" and an application form which is to be completed and returned to the nominating chairperson. The person will also be given contact information of a current holder of the position in order to ask any questions or clarify any issues about the position. Upon review of the applications, the committee will choose about 10 nominees for at-large members. A ballot will be developed and information on each candidate for office and nominee for board member at-large will accompany the ballot. In the event that the nominating committee is unable to fill the ballot, a statement shall be on the ballot reflecting the reason and or the work done in attempting to give the membership choices. A statement indicating the need for diversity in geographic location, program involvement, racial/ethnic

backgrounds, and gender and its importance in electing the board shall be in the materials sent with the ballot. A graph of the current board and nominees for office and member at large positions indicating the make up in relationship to such diversity will be included with the ballot.

### III. Finance

#### Policy One: Fiscal Year

The fiscal year is August 1 through July 31.

Procedure:

See bylaws, Article X, Section 1.

#### Policy Two: Annual Budget

The finance committee will develop the proposed annual budget with input from the governing board for modifications prior to the Annual Planning Meeting. The Proposed budget will be approved that the Annual Planning Meeting.

Procedure:

Each committee chairperson submits annual expense projection to the Finance Committee Chairperson, one month prior to the Annual Planning Meeting. These are submitted to the finance committee in order to develop a proposed budget. The proposed budget will be presented to the governing board at the Annual Planning Meeting and will be approved by the governing board by a simple majority vote.

#### Policy Three: Financial Transactions

The treasurer must account for all KAEYC financial transactions.

Procedure:

The financial records of the Association will be maintained through the use of a well-recognized electronic financial accounting system. All non reoccurring checks over \$500.00 are co-signed by the treasurer, the president. President elect or the secretary. These four officers sign the bank signature card. At each meeting, the governing board shall approve checks that have been written.

#### Policy Four: Account Descriptions

All transactions must be labeled using account identification.

Procedure:

The treasurer will assign account identifications numbers. All governing board members and committee members will be given this information. Numbers will be used when completing a financial transaction or when requesting reimbursement.

#### Policy Five: Excessive Expenditures

Any expenditure not included in the budget or in excess of allotted amounts will be handled under special conditions.

Procedure:

Expenditures of this nature must be brought before the governing board for approval. The treasurer will be consulted as to the association's financial capability for this request. Finances will be allocated only with the simple majority vote of the governing board.

**Policy Six: Reimbursements**

General guidelines for reimbursements must be followed in order for monies to be dispersed by the treasurer.

**Procedure:**

Requests for reimbursements must be done in writing. Requests, with itemized receipts, are to be sent to the treasurer in a timely manner and within the fiscal year budgeted.

**Policy Seven: Financial Reports**

The finance committee must prepare a regular written financial report for the governing board and general membership.

**Procedure:**

The treasurer or a designated member of the finance committee must prepare a written financial statement for each scheduled governing board meeting. The treasurer or designated member will present both a written and oral report of the financial status of the organization.

**Policy Eight: Auditing**

Financial documents will be reviewed annually by an outside professional accountant. An audit will be enacted prior to the change in treasurer.

**Procedure:**

The treasurer will have the books reviewed by an outside, professional accountant annually, at the end of the fiscal year and present a report to the governing board.

The outgoing treasurer shall see that an audit is conducted and a report is presented to the governing board.

The treasurer or a designated member of the finance committee must prepare a written financial statement for the annual meeting of the general membership. The treasurer or designated member will present both a written and oral report of the financial status of the organization. A summarized version of that report will appear in the next issue of the newsletter.

**Policy Nine: Membership Dues**

The governing board sets annual dues and fees for membership.

**Procedure:**

All members joining KAEYC must join at the State, Regional and National level; members may choose to join a local affiliate chapter. Services associated with membership will begin as memberships are processed on a rolling calendar year.

## **SECTION THREE: SPECIAL INTEREST GROUP OPERATIONS**

### **I. Special Chapters and Interest Group Policies**

#### **Policy One: Interest Group Leadership**

These groups may elect their own leadership who will keep in contact with the governing board through a liaison appointed by the president.

#### **Procedure:**

The leaders of each official affiliated interest group must be members of KAEYC. This leader will stay in contact with the governing board through a liaison appointed by the president.

#### **Policy Two: Relationship With General Membership**

Each official affiliated interest group may solicit members from the general membership of KAEYC.

#### **Procedure:**

Officially affiliated interest groups may solicit members through the newsletter, at a table or booth set up at meetings and conferences, and through the membership chairperson.

#### **Policy Three: Interest Group Fund Raising**

Officially affiliated interest groups may coordinate fund raising for special projects through KAEYC, as stated in the bylaws, Article X.

#### **Procedure:**

Written descriptions of fund raising plans must be submitted to governing board for approval before any fund raising efforts begin.

#### **Policy Four: Printed Material**

Any material written and disseminated by the official affiliated interest group must have governing board approval and carry the KAEYC logo.

## **SECTION FOUR: GOVERNING BOARD RESPONSIBILITIES**

### **GENERAL RESPONSIBILITIES FOR ALL GOVERNING BOARD MEMBERS**

The Governing Board meets together to exercise general supervision over the affairs of the Association, transact business, take action concerning policy, arrange for meetings and conferences, fulfill data and fee requirements for NAEYC affiliate membership, and undertakes such activities as the Association deems wise and necessary for the advancement of the education and well-being of all young children. In order to fulfill these duties, the following policies have been instituted. A Governing Board Member:

1. Holds current membership in KAEYC.
2. Has personal commitment to the association.
3. Has a thorough knowledge of the by-laws, board policies, procedures and goals of the association.
4. Has ability (skills/knowledge/time) to carry out the goals of the association.
5. Attends all regularly scheduled board meetings and annual conference.
6. Notifies the president of the projected absence at any board meeting in a timely fashion.
7. Maintains a board member notebook that is passed to the next board member when term is completed or terminated.
8. Follows policies and procedures in conducting all board related business.
9. Makes informed decisions.
10. Serves on at least one working committee of the board.
11. Completes all tasks or delegates responsibility for tasks that are outlined in job description or assigned from the governing board.
12. Submits items and issues to the president for the next board agenda by the assigned deadline.
13. Submits written reports at board meetings.
14. Submits both written and oral reports to the board regarding conferences or meetings attended in which expenses were paid by the association. Exceptions are conferences/meetings at which total board attendance is expected, such as the Annual Conference.
15. May have expenses reimbursed if in accordance with approved budget or prior approval given by the treasurer or chair of the finance committee.
16. Contributes articles to local and / or state newsletters.

### **RESPONSIBILITIES OF THE OFFICERS TO BOARD MEMBERS**

1. Provides a board orientation.
2. Provides at least one meeting for yearly goal setting.
3. Provides a projected yearly calendar for board meetings.
4. Provides a board notebook which contains board members' names, contact information, and committee assignment; by-laws; policies and procedures; yearly goals and objectives; job descriptions, prior board minutes (immediate past year), and prior treasurer reports (immediate past year).
5. Provides sufficient information to enable members to make informed decisions regarding finances, management of projects, and the general operation of the organization.
6. Provides written notification regarding board member status when two meetings are missed, (Elected and appointed members who miss 50% of the meetings will be replaced. Governing Board may replace elected members upon recommendation of the nominating committee, which maintains a pool of eligible candidates).
7. Provides format for reporting at board meetings.
8. Provides resources to enable board members increased knowledge regarding issues, legislation and effective management skills.
9. Provides agreed upon committee reimbursements in a timely manner.
10. Provides financial resources for attendance at board meetings. This includes mileage and meals at board meetings and partial reimbursement for motel as pre-determined by Executive Committee.
11. Provides opportunities for selected board members to attend conferences that would be in the best interest of the association as funds are available.

## **RESPONSIBILITIES OF ALL GOVERNING BOARD OFFICERS**

Are the same as other governing board members but also include:

1. Regular attendance at Board Meetings, Annual Pre-Conference, Annual Conference, Executive Board meetings and conference calls.
2. Submits annual budget requests to the treasurer.
3. Serves as a liaison/public relation resource between the association and the larger community by promoting membership.
4. Plans for orientation of board members.
5. Develops a yearly calendar for board approval.
6. Recommends certain yearly activities be offered on the state level that provides specific identity with our association. These may include but not be limited to: Affiliate Leadership Conference, Kansas Early Childhood Administrators (KECA) Conference, Advocacy Day, Mini-Grant Awards, Week of the Young Child Celebrations.
7. Acts on behalf of the board for the following: Special issues or electronic communication, mail, or special meeting can conduct emergency business between meetings. This must be reported to the Governing Board at the next regularly scheduled meeting.

## **RESPONSIBILITIES OF ALL COMMITTEE CHAIRPERSONS**

Committee chairpersons are appointed by the president of the association for the minimum of a one-year term, or in the case of an ad hoc committee, for the duration of the project or assignment. Each chairperson is to:

1. Accept responsibility for planning, implementing and evaluating assigned projects/activities.
2. Recommend members for service on the committee.
3. Complete all tasks or delegate responsibility for tasks and report progress to the Governing Board or to the appropriate President Elect or Vice President.
4. Develop and submit requests for operating budget to Executive Board for the annual planning meeting.
5. Administer the committee budget with prudence.
6. Maintain historical documentation of the committee, including member's names, correspondence, flyers and budget requests to give to the incoming committee chairperson.
7. Orient new committee chairperson, upon completion of term, and give additional support as necessary.
8. Encourage the professional development of members of the committee.

## **EXECUTIVE COMMITTEE JOB DESCRIPTIONS**

### **Key Responsibilities:**

1. Approves and/or assists in long range strategic planning.
2. Reviews the financial status and progress toward goals.
3. Establishes procedures for maximum utilizations of board member potential including:
  - yearly evaluation of board members according to job descriptions at annual executive committee meeting.
  - evaluation of board functions.
  - reviews each board member's participation and attendance.
4. Recommends and mentors new board members.
5. Meets with incoming officer to transition them on activities, duties and responsibilities.

**President**

## Key Responsibilities:

1. Serve as Chief Volunteer of KAEYC by representing KAEYC at state level initiatives or find a representative
2. In advance of meetings, provide appropriate materials and written agendas of the sessions of the full board and the meetings of the Executive Committee
3. Provides leadership to the board of directors
4. Chairs meetings of the board, after developing the agenda with a board officers and committee chairs.
5. Conducts the annual business meeting.
6. Plans and facilitates the Annual Planning Retreat with executive board participation.
7. Appoints all chairpersons of committees, in consultation with other board members.
8. Serves as ex-officio member of all committees and attends their meetings when invited.
9. Shall have the power to dissolve, combine or create new standing committees as necessary with board approval.
10. Helps guide and mediate board actions with respect to organizational priorities and governance concerns.
11. Monitors financial planning and financial reports.
12. Evaluates annually the performance of the organization in achieving its mission and compiles and presents an annual report of the activities of the governing board and the association in the January newsletter.
13. Performs other responsibilities as assigned by the board.
14. Shall have in his/her hands a copy the articles of incorporation and know where the original is located.
15. Plans board development activities at board meetings.

## Qualifications:

- A member of KAEYC
- Commitment to KAEYC and its values; an understanding of KAEYC objectives, organizations, and services and the responsibilities of paid and volunteer staff.
- Knowledge of and influence in the early childhood community
- Ability of understand and articulate ideas
- Proven ability to lead the organization

## Term of Office:

The president shall hold the office for a term of 2 years, after completing 2 years as President-elect. S/he will then serve 1 to 2 years as Past President.

**President Elect**

## Key Responsibilities:

1. Prepares to assume office of President.
2. Fills the office of president should that office become vacant and subsequently fill the office a regular term as is entitled to the President-Elect.
3. Assists the President in the execution of his/her duties.
4. Performs other duties as assigned by the President.
5. Provides a report at each board meeting if his/her activities since the previous board meeting, as needed.
6. Recruits membership for KAEYC and the governing board.
7. Coordinates and oversees the work of the following Program Areas: Business Practices, Governance, and Programs and Services.

## Term of Office

- The President-Elect shall hold the position of 2 years, after which they shall serve 2 years as President, followed by 1 to 2 years as Past President.

**Is in charge of the following Program Areas: Business Practices, Governance, and Programs and Services**

**Vice President**

## Key Responsibilities:

1. Preside in the absence of the president and the president-elect and fulfill the duties of that office.
2. Coordinate and encourage the work of the following program areas: public policy, local affiliates and membership.

## Term of Office:

- The Vice President shall hold the position for 2 years.

**Is in charge of the following Program Areas: Public Policy, Local Affiliates and Membership****Past President:**

## Key Responsibilities:

1. Provides counsel and assures continuity of the governing board.
2. Serves as an advisor to the president.
3. Assists the President in the execution of his/her duties.
4. Performs other duties as assigned by the President.
5. Recruits membership for KAEYC and the Governing board.

## Term of Office:

- The Past President shall serve a term of office for 1 to 2 years.

**Secretary:**

## Key Responsibilities:

1. In advance of meetings, distribute to board members appropriate background information on subjects to be discussed, in conjunction with the president and administrator, provides
2. Prepare and provide written minutes of the association meetings, the governing board meetings, and of the executive committee meetings to all board members within two weeks
3. Conduct the correspondence of the association as directed by the president and/or governing board.
4. File approved minutes and maintains the official list of board members in accordance with procedure.
5. Maintain records of the board and ensure effective management of KAEYC's records.
6. Is sufficiently familiar with legal documents, articles, by-laws, IRS determination letter, etc. to note applicability during meetings
7. Update By-laws and Policy and Procedures manual as changes are approved by the membership.

## Term of Office:

- The secretary shall serve a term of office of 2 years.

**Treasurer:**

## Key Responsibilities:

1. Serve as financial officer of the organization and as chair for the Finance Committee.
2. Manages, with the Finance Committee, the board's review of and action related to the board's financial responsibilities.
3. Works with the President to ensure that appropriate financial reports are made available to the board on a timely basis.
4. Prepare the annual budget and present it to the board for approval.
5. Review the annual audit prior to January 1<sup>st</sup> and answers board member questions about the audit.
6. Ensures the development and board review of financial policies and procedures.
7. Monitors the receipt of all money due and held by KAEYC.

8. Ensures that all funds are properly deposited in KAEYC's designated bank account.
9. Ensures that KAEYC maintains tax-exempt status.
10. Signs financial forms and instruments as necessary.
11. Ensures the safety of principal, liquidity and a competitive rate of return on investments.
12. Ensures adequate diversification of deposits and investments.
13. Has checks over \$500.00 countersigned by the President, President Elect, Secretary or Treasurer for non-recurring expenses.

**Qualifications:**

- Understanding of financial accounting for non-profit organizations.

**Term of Office:**

- The Treasurer will serve a term of office of 2 years.

## **Board Member Job Descriptions**

**Affiliate Council Representative:**

**Key Responsibilities:**

1. Attend Affiliate Council Meetings.
2. Represent voice of KAEYC.
3. Share information from KAEYC to Council and from Council to KAEYC in an effort to support the up-down-across communication process.
4. Serve on Affiliate Council committees as well as take on special assignments related to Council activities.
5. Exercise leadership in identifying and cultivating future leaders to serve on the Affiliate Council and the NAEYC Governing Board.
6. Undertake other duties as determined by the Council.
7. Prepare and present report to KAEYC Board on Affiliate Council activities and information.

**Midwest AEYC Region Representative**

**Key Responsibilities:**

1. Attend Midwest Region Council meetings.
2. Represent voice of KAEYC to Midwest Region.
3. Share information from KAEYC to Midwest AEYC and from Midwest AEYC to KAEYC in an effort to support the up-down-across communication process.
4. Prepare and present report to KAEYC Board on Midwest AEYC activities and information.

## **Program Area/Standing Committee Job Descriptions**

**Committee Chairperson**

**Key Responsibilities:**

1. Attend all meetings.
2. Call and preside over meetings of the committee.
3. Set the agenda for the committee meetings.
4. Record decisions and make recommendations to the executive committee of the full board.
5. Invite the board president to attend committee meetings.
6. Work with the board president to decide who should serve on the committee.
7. Delegate responsibilities to other committee members and encourage their full participation.
8. Ensure members have the information needed to do their jobs.
9. Evaluate the work of the committee with other committee offices and the board president in concert with the organization's strategic plan.

## **Business Practices**

### **Finance and Development Committee:**

#### Key Responsibilities:

1. Coordinates the board's financial oversight responsibilities
2. Recommend financial policy to the board
3. Monitor the implementation of financial policy
4. Provide oversight of the organization's financial audit
5. Monitors financial records; reviews and oversees the creating of accurate, timely and meaningful financial statements to be presented to the board.
6. Monitors budget implementation and financial procedures
7. Monitors budget assets
8. Monitors compliance with federal, state, and other reporting requirements
9. Assists the full board in understanding the organization's finances.
10. Recommends the auditor for the full board approval and reviews the audit
11. Submit annual plan for funding development.
12. Use board/committee input to seek additional funding sources.
13. Develop policies, plans, procedures, and schedules for board involvement in fundraising.
14. Educate board members about the organization's program plans and the resources needed to realize those plans.
15. Trains board members on fund-raising skills and techniques so they are comfortable raising money.
16. Identifies, cultivates, and approaches major donors.

### **Development Committee:**

#### Key Responsibilities:

### **Personnel Committee:**

#### Key Responsibilities:

1. Develop Administrator Scope of Work
2. Conduct yearly evaluation of Contract Services

## **GOVERNANCE COMMITTEE JOB DESCRIPTION**

The governance committee is responsible for ongoing review and recommendations to enhance the quality and future visibility of the board of directors. The work of the committee revolves around the following five major areas:

### **Board Role and Responsibilities:**

1. Leads the board in regularly reviewing and updating the board's statement of its roles and areas of responsibility, and what is expected of individual board members.
2. Assists the board in periodically updating and clarifying the primary areas of focus for the board, and helps shape the board's agenda for the next year or two, based on the strategic plan.
3. Leads in assessing current and anticipated needs related to board composition, determine the knowledge, attributes, skills, abilities, influence, and access to resources the board will need to consider in order to accomplish future work of the board.
4. Develops a profile of the board as it should evolve over time.
5. Identifies potential board member candidates and explores their interest and availability for board service.
6. Nominates individuals to be elected as members of the board.
7. In cooperation with the board president, contacts current board members to assess his or her continuing interest in board membership and term of service and works with each board member to identify the appropriate role he or she might assume on behalf of the organization.

**Board Knowledge**

1. Designs and oversees a process of board orientation, including gathering information prior to election as board member and information needed during the early stage of board service.
2. Designs and implements an ongoing program of board information and education.

**Board Effectiveness**

1. Initiates periodic assessment of the board's performance. Proposes, as appropriate, changes in board structure and operations.
2. Provides ongoing counsel to the board president and other board leaders on steps they might take to enhance board effectiveness.
3. Regularly reviews the board's practices regarding board member participation and attendance, conflict of interest, confidentiality, and suggests improvements as needed.
4. Periodically reviews and updates the board's policy guidelines and practices.

**Board Leadership**

1. Takes the lead in succession planning, taking steps to recruit and prepare for future board leadership.
2. Nominates board members for election as board officers.

## **KAEYC COMMITTEES**

### **Nominating Committee:**

Key Responsibilities:

1. Follow time line and procedures as outlined

### **Local Affiliate Committee:**

Key Responsibilities:

1. Conduct membership drives on a yearly basis.
2. Update board profile yearly to ensure all members are represented on the board.
3. Coordinate data collection to receive information on the needs of early childhood professionals.

### **Membership Committee:**

Key Responsibilities:

1. Conduct membership drives on a yearly basis.
2. Update board profile yearly to ensure all members are represented on the board.
3. Coordinate data collection to receive information on the needs of early childhood professionals

### **Programs and Services Committee:**

Programs and Services Key Responsibilities:

1. Provide a variety of professional development activities to members.
2. Offer leadership development to local AEYC's.
3. Participate in collaboration with other state partners in providing professional development activities.
4. Conduct annual customer service data collection from members, non-members, and lapsed members.

### **Accreditation Committee:**

Key Responsibilities:

1. Collaborates work with Resource and Referral agencies and other organizations already supporting accreditation.
  - a. Finds ways to support accreditation work already going on (not duplicate)
  - b. Concentrate on areas where no accreditation support exists
2. Develops and delivers resources for technical assistance on the KAEYC website.
3. Collaborates with conference committee to develop an accreditation track for teachers and directors.
  - a. Accreditation tracks include NAFCC accreditation support
4. Educate ECE community about accreditation.
5. Educate parents about accreditation.
6. Develop and maintain a clearinghouse of accreditation information for the state.
7. Identify potential financial support donors for the development of accreditation scholarships.
8. Reports on accreditation support activities.
9. Participates in/coordinates accreditation recognition activities.
10. Coordinates with Local affiliates in supporting accreditation at the local level.

### **At-Large Member Committee:**

Key Responsibilities:

1. Identify the at large members.
2. Communicate with members on a regular basis.
3. Provide support and assistance to the members on local meetings or opportunities for participation.

**Awards Committee:**

## Key Responsibilities:

1. Will publish criteria for awards in the newsletter as decided upon by the board.
2. Will present the applications to the board for voting.
3. Will make arrangements for the awards to be made.
4. Will notify the recipients and arrange for the presentation of the awards.

**Conference Committee:**

## Key Responsibilities:

1. Secure a date and location for the conference and notify the board.
2. Will present a budget for the conference to the board.
3. Will recruit speakers and presenters for the conference.
4. Will follow the plan and guidelines outlined by the board.

**Public Policy Committee:**

## Key Responsibilities:

1. Keep public policy program (public policy positions) up-to-date and to work with the board on changes and additions to the policy program annually and as needed during a legislative session.
2. Be informed and engaged in public policy activities (legislative, regulatory) including coalition efforts, at the state level and through NAEYC at the federal level.
3. Develop annually the public policy priorities for issues related to children ages 0 – 8 and the field, in the context of the political climate and legislative, regulatory schedule of the state.
4. Ensure communication with the affiliate board, local affiliates, membership and NAEYC on a regular basis through e-mail updates and letters.
5. Provide technical assistance and training on advocacy and public policy at affiliate meetings
6. Maintain regular communication/liaison with the board and affiliate staff.
7. Provide public policy information/training at conferences, in newsletters, and other member communications.

**Student Committee:**

## Key Responsibilities:

1. Inform colleges and learning institutions of KAEYC and its mission.
2. Communicate on a regular basis with professionals just entering the field
3. Conduct a networking opportunity for student chapters.