

# **Kansas Association for the Education of Young Children**

## **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.

The President-Elect is also a member of the KAEYC Executive Committee and has the following 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.

The President-Elect is in charge 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.

This officer position requires attendance at 4 KAEYC board meetings held once every quarter throughout the year and the Annual Professional Development Event held in October.