

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

## **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.

The Vice President 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 Vice President is in charge of the following Program Areas: Public Policy, Local Affiliates and Membership

### Term of Office:

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

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.