

# OKAEYC Board Handbook



Oklahoma Association for the Education of Young Children

## **Board Requirements**

### **Board members must:**

1. uphold the Mission of OKAEYC which is to support all who care for, educate and work on behalf of young children. Through our work we support professionals, families and children by sharing resources and advocacy information to meet the need for high quality early care and education;
2. be current members of OKAEYC (as well as NAEYC and/or SECA);
3. follow OKAEYC Bylaws in conducting all business of the organization;
4. attend all OKAEYC bi/monthly Governing Board meetings and the Annual Board Orientation that takes place each January as well as Executive Board meetings (if applicable);
5. attend OKAEYC Annual Conference;
6. promote OKAEYC Membership;
7. maintain and submit yearly in-kind donation log. Financial donation in any amount is highly encouraged;
8. collaborate with officers of other professional organizations as a representative of OKAEYC;
9. submit committee reports in a timely manner;
10. complete an Annual Report to be submitted at the end of November to the President summarizing your roles accomplishments and Strategic Plan updates;
11. participate in Annual Board Survey to provide feedback on Board functioning in October;
12. assist incoming Board Members by mentoring and clarifying the duties and responsibilities of the office; and
13. serve on one of the following committees: Conference, Public Relations, or Leadership. The Nominating and Finance Committee are appointed and/or member specific.

## **OKAEYC PRESIDENT**

### ***Qualifications:***

1. Has previously served as OKAEYC President-Elect.
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 two-year term.
2. To preside at Executive Committee meetings, Governing Board meetings, and Annual Business Meeting.
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:***

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 at least one week prior to the meeting.
3. Set the agenda and conduct the annual Business Meeting held at the Annual Conference and Annual Board Orientation.
4. Complete a report, even when the report is “no report” at least one week prior to each Governing/Executive Board meeting.
5. Upon becoming President, s/he signs documents along with the now President-Elect.
6. Make appointments to fill unexpired terms of Board Members as needed.
7. Collaborate with Business Manager and PR Chair to communicate Board actions and activities to the membership via newsletter, e-mail and/or website.
8. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.

9. Select board members to serve as proxies and/or representatives at state-wide committees/task forces; to include but not limited to the Child Care Advisory Meeting, HB 1979 Task Force.
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 Business 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. Oversee completion of NAEYC Annual Report and complete any reports required by SECA;
  - 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;
- k. Ensure communication & planning with the President-Elect on all proposed actions when implementation will extend beyond the President's term of office; and
- l. Assist the incoming President and President-Elect by clarifying the duties and responsibilities of the offices as may be needed.

## **OKAEYC PAST-PRESIDENT**

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

1. Has previously served as the OKAEYC President-Elect and President.

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

1. Serves on the Governing Board as Past-President for a one-year term immediately following a two-year term as President.
2. To assist the President in the planning and implementation of activities to further the goals of OKAEYC.
3. To provide support to the Conference Chair for Conferences.
4. To serve as co-chair of the Nominating Committee.

### ***Past-President Responsibilities:***

1. Become familiar with OKAEYC, SECA and NAEYC policies, bylaws and programs.
2. Serve as co-chair of the Nominating Committee - Identify members who are interested in serving on the Board.
3. Participate as a member of the Finance Committee, and be familiar with the OKAEYC's fiscal policies and financial management.
4. Attend SECA and NAEYC conferences and leadership training, as time and funding allows.
5. Assist with preparation of the NAEYC Annual Report and any required reporting by SECA.
6. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
7. Submit a request for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
8. Assist the incoming Past-President, President and President-Elect by clarifying the duties and responsibilities of the offices as may be needed.
9. Complete a report, even when the report is "no report" at least one week prior to each Governing/Executive Board meeting.
10. With support of the Business Manager, coordinates the Week of the Young Child Event in April.

## **OKAEYC PRESIDENT-ELECT**

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

1. Has shown active leadership in OKAEYC activities.
2. Has been actively engaged in early childhood education, child development, childcare or a related field for at least 5 years.

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

1. Serves on the Governing Board as President-Elect for a one-year term immediately preceding a two-year term as President, to be elected in an even number year.
2. To assist the President in the planning and implementation of activities to further the goals of OKAEYC.
3. To provide support to the Conference Chair for Conferences.
4. To serve as co-chair of the Nominating Committee.

### ***President-Elect Responsibilities:***

1. Become familiar with OKAEYC, SECA and NAEYC policies, bylaws and programs.
2. Attend all meetings and participate as a member of the Finance Committee, and be familiar with the OKAEYC's fiscal policies and financial management.
3. Attend SECA and NAEYC conferences and leadership training, as time and funding allows.
4. Assist with preparation of the NAEYC Annual Report.
5. Serve as co-chair of the Nominating Committee. Identify members who are interested in serving on the Board.
6. Upon becoming President-Elect, s/he signs document along with the now President.
7. Complete a report, even when the report is "no report" at least one week prior to each Governing/Executive Board meeting.
8. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
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.

## **OKAEYC BUSINESS MANAGER**

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

1. Maintain the financial and membership records of OKAEYC in conjunction with the Finance Committee and the VP of Membership.
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 computerized data systems 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. Complete a report, even when the report is “no report” at least one week prior to each Governing/Executive Board meeting.
7. Maintain and update the OKAEYC website in conjunction with the Member-at-Large – Public Relations.

### ***Responsibilities:***

1. Establish and maintain regular office hours in accordance with agreement with the Oklahoma Association of Community Action Agencies.
2. Respond to questions and requests for information from member and Board Members.
3. Maintain organizational records, including a file of board meeting minutes.
4. Maintain current information on NAEYC and SECA policies and initiatives.
5. Create and maintain a reference file.
6. Sort records and file in the permanent office records.
7. Distribute the OKAEYC Handbook to Board Members.
8. Attend Board and Finance Committee meetings as needed.
9. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
10. Attend meetings of related organizations.

11. Assist the Treasurer in presenting the financial report to the Finance Committee and the Board as requested.

- a. Maintain financial records of the organization.
- b. Assist Treasurer in creating a budget and financial reports as needed.
- c. Manage fiscal responsibilities as approved by the Treasurer or other authorized Board Member (President/Past-President/President-Elect).
- 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.

12. Assist the VP of Membership in presenting membership information to the Board as requested.

- a. Maintain membership records.
- b. Keep updated records on the computer data base.
- c. Provide mailing labels of members in zip code order upon request.
- d. Maintain Chapter Handbook along with VP of Chapters.
- e. Assist with financial record keeping.

13. Manage conference registration.

- a. Attend conference planning meetings.
- b. Assist with the development of conference registration materials.
- c. Accept pre-registrations and enter related data.
- d. Assist with conference registration at the conference.
- e. Send accounts receivable invoices for any conference moneys due.

14. Other duties as assigned.

## **OKAEYC CONFERENCE CHAIR (even year election)**

### ***Qualifications:***

1. Has been actively engaged in early childhood education, child development, child care or a related field.
2. Experience attending and/or planning a professional conference.
3. Served as the Conference Co-Chair in the previous year.

### ***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. In conjunction with the Board President, to form and lead the Conference Committee responsible for organizing the OKAEYC Annual Conference.

### ***Responsibilities:***

1. Present Annual Conference plans and progress, and report on activities and response to fundraising efforts to the board.
2. Recommend keynote speakers, themes, logos, conference sites, committee chairs and budgets to the Governing Board for approval.
3. Ensure contracts for the facility and keynote speakers are signed by the President.
4. Work closely with Conference Committee in planning a timeline for completion of tasks.
5. Assist Business Manager in preparing for registration with provision of space for sales, and silent auction space.
6. Support planning of other events provided throughout the year, including Week of the Young Child and Leadership Symposium.
7. Complete a report, even when the report is “no report” at least one week prior to each Governing Board meeting.
8. Submit a final conference report at the Board Meeting following the conference.
9. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
10. Submit requests for proposed budget items or adjustments for the next year to the Finance by September 1.

11. Assist the Conference Co-Chair by clarifying the duties and responsibilities of the offices as may be needed.

## **OKAEYC CONFERENCES CO-CHAIR (odd year election)**

### ***Qualifications:***

1. Has been actively engaged in early childhood education, child development, child care or a related field.
2. Experience by attending and/or planning a professional conference.

### ***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. In conjunction with the Board President, to form and lead the Conference Committee responsible for organizing the OKAEYC Leadership Symposium.

### ***Responsibilities:***

1. Present Leadership Symposium plans and progress, and report on activities and response to fundraising efforts to the board.
2. Recommend keynote speakers, themes, logos, conference sites, committee chairs and budgets to the Governing Board for approval.
3. Ensure contracts for the facility and keynote speakers are signed by the President.
4. Work closely with Conference Committee in planning a timeline for completion of tasks.
5. Assist Business Manager in preparing for registration with provision of space for sales and silent auction space.
6. Arrange for award presentations in coordination with Awards Chair at Leadership Symposium.
7. Complete a report, even when the report is “no report” at least one week prior to each Governing Board meeting.
8. Submit a final conference report at the Board Meeting following the conference.
9. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
10. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
11. Assist the incoming Conference Co-Chair by clarifying the duties and responsibilities of the offices as may be needed.

## **OKAEYC - NAEYC ACCREDITATION ADVISORY MEMBER-AT-LARGE**

### ***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. Appointed 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. Visit with applicants at their site when possible; if not, interview them over the phone or have another Board member do a site visit.
  - b. Selection of scholarship recipients in conjunction with Awards Committee.
  - c. Remembering that scholarships will not be used for the enrollment step.
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:***

1. Promote awareness of NAEYC accreditation of early childhood programs both within the early care and education community and among the public at large.
2. Promote awareness of OKAEYC and CAEP accreditation within the higher education community and the public at large.
3. Promote OKAEYC as a leading resource for programs seeking accreditation.
4. Seek options for financial assistance to support programs with the cost of accreditation. If financial assistance is available through OKAEYC, Awards Committee Chair is responsible for selecting the award recipient(s).
5. 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 and other early childhood programs.

6. Work closely with representatives to keep abreast of current trends and/or changes within accreditation.
7. Provide Business Manager with updated congratulatory form letter with newly accredited programs for mailing/distribution.
8. Provide the Public Relations MAL with updated lists of accredited programs for recognition in the newsletter, e-mail and/or social media.
9. Participate in monthly NAEYC Affiliate phone calls.
10. Complete a report, even when the report is “no report” at least one week prior to each Governing Board meeting.
11. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
12. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
13. Assist the incoming Accreditation Advisory MAL by clarifying the duties and responsibilities of the office.

## **OKAEYC PUBLIC POLICY MEMBER-AT-LARGE**

### ***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.
4. To support consistent, informed and nonpartisan public policy communication on behalf of OKAEYC.

### ***Responsibilities:***

1. Monitor and communicate public policy issues affecting young children, families and the early childhood field OKAEYC membership and the public at large:
  - a. Seek information on pending legislation, agency actions, regulations and other public policy developments from NAEYC, SECA, legislators, colleagues and related organizations;
  - b. Maintain an updated Public Policy Master Tracker of relevant legislation, agency actions, deadlines, implementation developments and next steps;
  - c. Provide OKAEYC Members with clear, timely information about public policy issues affecting young children, families, educators and programs;
  - d. Share information through the website, e-mail, social media, newsletters or other approved communication channels;
  - e. Provide concise Policy Pulse updates during the legislative session and periodic updates during the remainder of the year, as relevant developments occur
2. Support public policy education and advocacy resources for members.
  - a. Participate in conference planning by ensuring relevant workshops and public policy resources are available to members;

- b. Submit public policy articles and communication materials to the Public Relations MAL;
  - c. Provide or coordinate public policy and advocacy information for the OKAEYC conference/events and other member education opportunities when appropriate.
  - d. Maintain practical communication templates members may use when contacting decision-makers, submitting comments, sharing stories, or participating in public policy activities.
- 3. Maintain two-way communication with other organizations relative to public policy issues.
  - a. Maintain relationships and communication with relevant state agencies, legislators, early childhood organizations, community partners, local chapters and members;
  - b. Collect feedback, experiences and stories from early childhood professionals and families to help inform OKAEYC's public policy work;
  - c. Inform decision makers about the needs and issues related to young children, families, the programs and adults that serve them;
  - d. Encourage OKAEYC membership to correspond with legislators and other decision-makers on pertinent child-related bills; and
  - e. Share relevant NAEYC and SECA resolutions and position papers with members, decision makers and the public.
- 4. Use the OKAEYC Advocacy Engagement Protocol to identify the appropriate communication level for public policy issues.
- 5. Prepare in even years a public policy agenda modeled on current NAEYC Public Policy Agenda.
  - a. Submit agenda to Governing Board for approval.
  - b. Post agenda on website and distribute to membership by email.
- 6. Maintain the Public Policy Operating Binder and support continuity of the position

- a. Maintain and update the Public Policy Operating Binder throughout the term so that workflows, guidance, templates, trackers, Policy Pulse archives, contact and outreach notes, board-approved positions, issue briefs, session recaps, and historical records remain current and usable;
  - b. Document significant public policy actions, decisions, outcomes, relationship history, active issues, and outstanding next steps.
  - c. Review the binder at least annually and update materials as needed to reflect current practice and board guidance.
- 7. When financially possible, attend and participate in the annual NAEYC Public Policy Forum and report back to membership.
- 8. Encourage membership participation in the forum as well.
- 9. Complete a report, even when the report is “no report” at least one week prior to each Governing Board meeting.
- 10. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
- 11. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
- 12. Assist the incoming Public Policy MAL by clarifying the duties and responsibilities of the office.

## **OKAEYC PUBLIC RELATIONS MEMBER-AT-LARGE**

### ***Qualifications:***

1. Has been actively engaged in early childhood education, child development, child care or a related field.
2. Comfortable with social media and website edits.

### ***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 development chapters.
4. To provide members with the opportunity to purchase NAEYC, SECA and OKAEYC publications and materials.
5. Oversight of the OKAEYC website/social media to include: Updating/editing/posting information.
6. Assisting the Nominating Committee by ensuring the call for nominations.
7. Assisting the Conference Chair by publishing a Call for Proposals and conference announcements as requested; and
8. Assisting the Awards Committee Chair by sharing information about OKAEYC awards, request for nominations and award recipients.
9. Oversight of Week of the Young Child publicity to include:
  - a. Contacting state organizations, local organizers to promote awareness of Week of the Young Child events and activities;
  - b. Assisting interested individuals and organizations in planning events and activities to celebrate the Week of the Young Child;
  - c. Requesting a Governor's and/or Mayor's proclamation to be presented in a formal ceremony in recognition of the Week of the Young Child.
10. Maintain a file 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

- a. Creating a written report of work for the year to be filed with the Business Manager.

***Responsibilities:***

1. Serve as Committee Chair for Public Relations/Social Media Committee and works with Board President to appoint Board Members and members to the committee.
2. Work with the Conference Chairs to promote OKAEYC events and provide updated materials for distribution, specifically for Week of the Young Child, Annual Conference, Awards Event and Leadership Symposium.
3. Increase public awareness of the needs of young children, professionalism and OKAEYC through media campaigns and/or social media.
4. Write Press Releases.
5. Complete a report, even when the report is “no report” at least one week prior to each Governing Board meeting.
6. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
7. Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1;
8. Assist the incoming Public Relations MAL by clarifying the duties and responsibilities of the offices as may be needed.

***Conference Responsibilities:***

1. Obtain information and conference materials from the Conference Chair-
2. Send conference announcements to other organizations, newsletters and periodicals including NAEYC and SECA publications.
3. Prepare written material and announcements for various media formats including information regarding location, keynote, theme and dates of the conference.
4. Oversight of OKAEYC social media outlets to include:
  - a. Compiling, editing and posting biweekly posts to the social media outlets that support the mission of OKAEYC;
  - b. Adding any upcoming events to publicize on social media;

- c. Collaborating with the Board, committees, Business Manager, to post marketing material as needed;
  - d. Publicizing and marketing the Week of the Young Child events, Annual Conference, Awards Event and Leadership Symposium;
  - e. In collaboration with the Business Manager, maintaining and updating the OKAEYC website.
- 5. Set up OKAEYC display and sales booth with Business Manager. Arrange for OKAEYC members to monitor booth, greet participants and answer questions.
  - 6. Facilitate any media interviews with keynote speakers, conference chair and/or OKAEYC President, including greeting news media personnel upon conference arrival.
  - 7. Collect copies of media conference articles for historic purposes.
  - 8. Complete report for the Governing Board of funds raised from the sale of all materials at conferences.
  - 9. Evaluate tasks, including press releases, media contacts, or ad sales, write and send a copy of the report to the Conference Chair.

## **OKAEYC STUDENT REPRESENTATIVE MEMBER-AT-LARGE**

### ***Qualifications:***

1. Has been actively engaged in early childhood education, child development, child care or a related field.
2. Currently enrolled in an associate, baccalaureate or graduate degree program in Family Life Education – Child Development, Early Childhood Education or closely related field. The Student Member must maintain their registered and enrolled student status throughout their term unless they graduate.

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

1. Elected to serve as a member of the OKAEYC Governing Board for a one-year term.
2. To provide public relations services for the organization, especially targeting students enrolled in Family Life Education – Child Development, Early Childhood Education or closely related field
3. To work with other Governing Board members to promote membership in NAEYC, SECA and OKAEYC at their respective University or college program.
4. To work with other Governing Board members to provide students with the opportunity to purchase NAEYC, SECA and OKAEYC publications and materials.
  - a. Share content with Public Relations MAL for social media;
  - b. Assisting the Conference Chair by publishing a Call for Proposals and conference announcements in appropriate University or college program setting; and
  - c. Assisting the Awards Committee Chair by sharing information about OKAEYC awards, requests for nominations and award recipients with student members.
5. Complete a report, even when the report is “no report” at least one week prior to each Governing/Executive Board meeting.
6. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
7. Assist the incoming Student Member MAL by clarifying the duties and responsibilities of the office.

### ***Conference Responsibilities:***

1. Obtain information and conference materials from the Conference Chair.
2. In collaboration with Public Relations MAL, oversight of OKAEYC social media outlets to include:

- a. Compiling, and editing biweekly posts for social media outlets that support the mission of OKAEYC;
  - b. Adding any upcoming events to publicize on social media;
  - c. Collaborating with the Board, committees, Business Manager to post marketing material as needed;
  - d. Support publicizing and marketing for OKAEYC events.
3. Assist with setup of OKAEYC display booth.

## **OKAEYC SECRETARY**

### ***Qualifications:***

1. 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. In collaboration with the Business Manager, maintains a written record of the organization's meetings and activities, including meeting minutes, according to OKAEYC Bylaws.
3. Send a copy of proposed meeting minutes to the Board and Business Manager within two weeks following the meeting.
4. Ensure that submitted copies of the Treasurer's report, annual audit, meeting minutes and other pertinent correspondence are provided for OKAEYC's archives.
5. Prepare correspondence as directed by the President or Board and send duplicate copies of any correspondence to the President.
6. Communicate with the OKAEYC Business Manager to ensure that any changes in policy are incorporated into the OKAEYC Board Handbook.
7. In conjunction with the OKAEYC Business Manager, ensure that each Board Member has the most current revision of the OKAEYC Board Handbook.
8. In the case of electronic vote, work in conjunction with the OKAEYC Business Manager to document and file results of the vote.
9. Complete a report, even when the report is "no report" at least one week prior to each Governing/Executive Board meeting.
10. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
11. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
12. Assist the incoming Secretary by clarifying the duties and responsibilities of the office.

## **OKEAEC TREASURER**

### ***Qualifications:***

1. Has a general knowledge of fiscal and budgeting practices.
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 OKEAEC Governing Board for a two-year term beginning in an even-numbered year.
2. To be familiar with the functions of and provide support to the Business Manager.

### ***Responsibilities:***

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 Business Manager.
2. Submit a Treasurer's report, even when the report is "no report" to the OKEAEC Business 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 and signed documents back to Business Manager for payment in a timely manner.
4. Receive requests for changes in any budgeted amount from Board Members or Committee Chairs:
  - a. Check for accuracy;
  - b. Determine with the Business Manager the availability of funding in the budgeted category;
  - c. Act upon the request at the next Finance Committee meeting; and
  - d. Notify the person making the request of the decision.
5. Complete the bank reconciliation statement at least quarterly.

6. Assist the Conference Chairs in preparing conference/events budgets for Finance Committee approval.
7. Work with Business Manager on the conference registration process.
8. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
9. Receive requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
10. 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 Business Manager.
11. Assure the filing of IRS Form 990A by the OKAEYC Business Manager in conjunction with an independent Accountant for the previous year.
12. Assist the incoming Treasurer by clarifying the duties and responsibilities of the office.

## **OKAEYC VICE PRESIDENT OF CHAPTERS**

### ***Qualifications:***

1. A current member of OKAEYC, preference to having experience as a member of a local Chapter or Focus Group.
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 of Chapters for a two-year term beginning in an even-numbered year.
2. To build relationships and provide support to existing Focus Groups/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:***

1. Develop a committee to assist in completion of responsibilities.
2. Submit a written committee report, even when report is “no report” to OKAEYC Business 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. Update the Chapter Handbook and distribute additions and revisions to Chapter leadership.
7. Review requests for special project funding from Chapters and make recommendations for approval to the Board.
8. Consult with Chapter leadership on their concerns, and provide assistance as needed.
9. Attend or arrange for an OKAEYC Board Representative to attend, Chapter general meetings and special events as requested by Chapter leadership.

10. Provide training, at least annually, for Chapter leadership.
11. Encourage Chapter leadership to promote their activities and events by submitting news and updates to the OKAEYC office.
12. Provide the Annual Chapter Report template to the Chapters, and request return of completed report, including new officer contact information.
13. Serve as a member of the Nominating Committee, and recommend Chapter officers for Board positions.
14. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
15. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
16. Assist the incoming Vice President of Chapters by clarifying the duties and responsibilities of the office.
17. Request Chapter budgets, budget requests and plan of action timeline for the following year be submitted to OKAEYC office by June 1.
18. Request Chapter annual reports be submitted to OKAEYC office by December 31 of each year.

## **OKAEYC VICE PRESIDENT OF 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 of 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 of Membership will complete the term of office.

### ***Responsibilities:***

1. Assist in leading the Leadership Committee and work in conjunction with the President to appoint Board Members for that committee.
2. Interpret and report current status of membership to the OKAEYC Governing Board at board and business meetings (information obtained from Business Manager or NAEYC website).
3. Complete a report, even when the report is “no report” at least one week prior to each Governing/Executive Board meeting.
4. Work with the OKAEYC Business 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 Public Relations MAL and Business 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 OKAEYC membership.

6. Ensure the OKAEYC membership table at conferences/events is staffed.
7. Participate in Community Events and share opportunities with Board members.
8. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
9. Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1;
10. Assist the incoming Vice President of Membership by clarifying the duties and responsibilities of the office.

## **SECA REPRESENTATIVE**

**(The Oklahoma Affiliate Representative on the SECA Board of Directors is elected/appointed by Oklahoma members and represents Oklahoma on the SECA Board of Directors. Each State Affiliate has one vote on the SECA Board of Directors.)**

### ***Qualifications:***

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

### ***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:***

1. Share information on SECA publications with the OKAEYC for Public Relations MAL.
2. Obtain the SECA display from the SECA office, when available, for use at the OKAEYC conference/events.
3. Communicate the viewpoint of the SECA Board of Directors to the members through OKAEYC newsletter articles and through the state Board.
4. Communicate the interests and concerns of the OKAEYC Board and membership to the SECA Board of Directors.
5. 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).
6. If elected or appointed to serve as a SECA officer, or on a commission, carry out other tasks as requested.
7. Complete a report, even when the report is “no report” at least one week prior to each Governing/Executive Board meeting.

*The following items a. - n. are an excerpt from the SECA Policies and Procedures Handbook regarding the roles and functions of this position:*

- a. *Read and become familiar with the SECA Vision, Mission, History, Bylaws and Policies.*
- b. *Keep current on the financial status of OKAEYC and SECA.*
- c. *Serve as liaison to the SECA office and the SECA Board of Directors from the state affiliate by: Transmitting information to the SECA office and the SECA Board of Directors upon request, including the current state affiliate and local board rosters, financial status, membership status (increase and retention information) challenges, successes, specific requests for assistance from SECA for initiatives to better serve and increase membership, specific requests for assistance in dealing with state affiliate challenges (such as recruiting board members), state affiliate board meeting calendar, annual affiliate conference information, copies of state affiliate newsletters, copies of state affiliate meeting minutes.*
- d. *Serve as contact point for information release by forwarding SECA news to the appropriate state affiliate board member for dissemination through website, newsletters, etc. Forward state affiliate news to the SECA office for dissemination as deemed appropriate.*
- e. *Serve as liaison to the State Affiliate Board from the SECA office and Board of Directors by providing a regular report on SECA at the state affiliate board meetings and/or a personal report to the state affiliate president.*
- f. *Coordinate SECA activities at state affiliate annual conference: ordering and receipt of SECA promotional materials to see or display, notification to SECA office or product inventory to be shipped for sale, management of the SECA display and sale of merchandise at the conference, provide personal visibility at state affiliate conference by requesting introduction at conference as the voice for the state affiliate membership on the SECA Board of Directors and presenting a session to explain the vision, mission and benefits of SECA and, perhaps more importantly, to gather input from members and potential members of how SECA can best serve them in their work and professional growth.*
- g. *Maintain contact and visibility with state affiliate's local chapters and generate membership by connecting personally as their SECA Representative via an email forwarding a relevant article or information and/or via a message in the state affiliate newsletter, and/or by visiting as many local chapters and chapter activities as possible during his/her term in office. These contacts are intentionally planned and documented, occurring minimally on quarterly basis. Serve as a member of a SECA Commission as appointed by the SECA President.*

- h. *Attend pre-conference meeting of the SECA Board of Directors and remain visible and participants at the annual SECA conference. A schedule of required attendance events will be provided by the Executive Director prior to conference. This is a week-long commitment;*
- i. *Submit a written report prior to each SECA Board meeting as directed by the SECA President;*
- j. *Share with the SECA office the names of award winners in a timely fashion, (Please Note: The SECA office will send one reminder to the eligible states but it is understood it is the responsibility of the state affiliate to meet deadlines or forfeit the award and their place in the rotation);*
- k. *Inform Oklahoma Governing Board of students grants available;*
- l. *Inform Oklahoma Governing Board of the requirements of the SECA Representative to ensure this elected/appointed position is filled by a qualified person. (Please note that this position requires a full week commitment during the SECA annual conference);*
- m. *Inform Oklahoma Governing Board of SECA election and campaign procedures; and*
- n. *Inform Oklahoma membership of SECA election policies.*

## **AWARDS and SCHOLARSHIPS COMMITTEE**

### ***Chair Qualifications:***

1. Awards Chair to be the responsibility of the past president.
2. Has been actively engaged in early childhood education, child development, child care or a related field.

### ***Committee Responsibilities:***

1. Submit a committee report, even when the report is “no report” to the OKAEYC Business Manager at least one week prior to each Governing Board meeting.
2. Prepare awards descriptions and request for nominations forms for the May newsletter to encourage members to submit nominations for awards. Have nominations forms available for distribution at various meetings.
3. 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.
4. When funds are available, serve as a member of Accreditation Award Selection Committee.
5. 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.
6. If a suitable nominee is secured, coordinate the Special Services Award.
7. Coordinate with the Public Relations MAL to present the Friend of Young Children Award.
8. Purchase plaques, certificates or mementos for recipients of the Distinguished Service, Professional Advancement and Scholarship awards. Coordinate scholarship awards with the Oklahoma City Community Foundation.
9. Obtain Board approval for award recipients.
10. Contact recipients to inform them of their selection and the date and time of the presentation at the Leadership Symposium.
11. Participate in presenting awards at the Leadership Symposium.
12. Submit an article about award recipients to the Public Policy MAL for media publicity.
13. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.

14. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
15. Assist the incoming Awards & Scholarship Committee Chair by clarifying the duties and responsibilities of the office.

## **FINANCE COMMITTEE**

### ***Composition:***

- Treasurer (Chair)
- President-Elect
- Past-President
- President
- Vice President of Membership
- Business Manager (ex-officio)

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

1. Recommend the annual operating budget and approve conference budgets.
2. Meet quarterly to oversee the budget and expenditures.

### ***Committee Responsibilities:***

1. Present a Finance Committee report at each Board meeting.
2. Complete a report, even when the report is “no report” at least one week prior to each Governing/Executive Board meeting.
3. Review all requests for funding that exceed budgeted amounts and submit a recommendation for Board approval.
4. Review, approve and monitor conference budgets.
5. Remind Board Members that requests for proposed budget items or adjustments for the next year are to be submitted by September 1.
6. Prepare the next year’s annual operating budget and present it at the November Board meeting for Board approval.
7. Assure the filing of IRS Form 990A by OKAEYC Business Manager along with an independent Accountant for the previous year.
8. Assure that the financial records are reviewed annually by a certified public accountant or an outside audit committee appointed by the President.

## **NOMINATING COMMITTEE**

### ***Qualifications:***

The Nomination Committee shall be co-chaired by the Past-President or 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.

### ***Chair Responsibilities:***

1. 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. geographic representation;
  - d. demographics to include age, gender, gender identity, sexual orientation, race, ethnicity and socio-economics;
  - e. current membership in OKAEYC
2. Present a proposed slate of officers for Board approval.
3. Meet deadlines specified in the Nominating and Election Policies timeline.
4. Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
5. Assist the incoming Nominating Committee Chair by clarifying the duties and responsibilities of the office.

## LEADERSHIP COMMITTEE

### ***Qualifications:***

The Leadership Committee shall be chaired by the Vice President of Membership and consist of at least three (3) members of OKAEYC.

### ***Chair Responsibilities:***

- The committee creates a yearly calendar for trainings made available to members and non-members.

### **Per OKAEYC Bylaws:**

Section 3: Conference Committee. The Conference Committee will comprise of the both conference co-chairs and at least 3 additional Board members. Board members of the conference committee may serve on additional committees. This group is responsible for the planning and executing the annual OKAEYC conference.

Section 4: Public Relations/Social Media Committee. The Public Relations/Social Media committee will be led by the member at large - public relations chair. The committee will focus on awareness of OKAEYC as led by our mission. The committee will work to execute relevant and frequent social media posts, website updates, newsletters, and general early childhood awareness.

## CONFERENCE COMMITTEE

### ***Qualifications:***

The Conference Committee shall be chaired by the Conference Co-Chairs and consist of at least three (3) members of OKAEYC.

### ***Committee Responsibilities:***

This group is responsible for the planning and executing the annual OKAEYC conference.

1. Complete a report, even when the report is “no report” at least one week prior to each Governing/Executive Board meeting.
2. Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1;
3. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
4. Assist the incoming Chair and Committee by clarifying the duties and responsibilities of the offices as may be needed.

### ***Per OKAEYC Bylaws:***

**Section 3: Conference Committee.** The Conference Committee will comprise of the both conference co-chairs and at least 3 additional Board members. Board members of the conference committee may serve on additional committees. This group is responsible for the planning and executing the annual OKAEYC conference.

## **PUBLIC RELATIONS/SOCIAL MEDIA COMMITTEE**

### ***Qualifications:***

The Public Relations/Social Media Committee will be led by the member at large - Public Relations MAL and at least two (2) OKAEYC Board members.

### ***Chair Responsibilities:***

1. Complete a report, even when the report is “no report” at least one week prior to each Governing/Executive Board meeting.
2. Submit request for proposed budget items or adjustments for the next year to the Finance Committee by September 1;
3. Submit invoices/receipts for reimbursement to the Treasurer within 30 days of receipt.
4. Assist the incoming Past-President, President and President-Elect by clarifying the duties and responsibilities of the offices as may be needed.
5. The committee will focus on awareness of OKAEYC as led by our mission. The committee will work to execute relevant and frequent social media posts, website updates, newsletters and general early childhood awareness.

### ***Per OKAEYC Bylaws:***

**Section 4: Public Relations/Social Media Committee.** The Public Relations/Social Media committee will be led by the member at large - public relations chair. The committee will focus on awareness of OKAEYC as led by our mission. The committee will work to execute relevant and frequent social media posts, website updates, newsletters, and general early childhood awareness.