



Joliet Area AEYC

Joliet Area Association for the Education of Young Children

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Job Descriptions for Executive Officers

Joliet Area Association for the Education of Young Children

Job Description: President

TERM OF OFFICE: 2 Years

PURPOSE: The President is the senior volunteer of Joliet Area AEYC who presides at all meetings of the board of directors, the executive committee and other meetings as required. The President is an ex officio member of all committees of the organization and oversees implementation of policies to ensure that appropriate administrative systems are established and maintained.

QUALIFICATIONS:

- A member of Joliet Area AEYC with 1 year minimum service on the board
- A commitment to Joliet Area AEYC and its values; an understanding of JAAEYC's objectives, organization and services and the responsibilities of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate ideas
- Proven ability to lead the organization

KEY RESPONSIBILITIES:

Meetings:

- Preside over board meetings.
- Attend and speak at organization conferences, workshops and functions.
- Attend Illinois AEYC board meetings.
- Attend leadership trainings at local, state or national levels.

Planning:

- Prepare and disseminate an agenda prior to board meetings.
- Monitor planning, implementation and evaluation of organization policies and procedures.

Budget:

- Assist the treasurer and finance committee in preparing an annual budget for board approval.
- Monitor financial planning and reporting.

Newsletter:

- Contribute to each issue of the organization's newsletter, focusing on major issues, goals and events.
- Coordinate information received from NAEYC, Illinois AEYC and other sources as relevant to newsletter readership.

Committees:

- Appoint the chairpersons of committees, in consultation with other board members.
- Serve ex officio as a member of committees and attend meetings when invited.

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Job Description: President (cont.)

Training:

- Coordinate training of the President-Elect to insure acquisition of skills and experiences for smooth transition of organizational leadership.
- Maintain and share records of organization business with the succeeding president.
- Update all sections of the board training manuals for succeeding officers and chairs.

Reports:

- Evaluate annually JAAEYC's performance in achieving its mission.
- Share results of the yearly evaluation with the membership.
- Monitor, with the Executive Committee, the submission of compliance reports as required by Illinois AEYC, NAEYC, Illinois Secretary of State, or other State annual reports.

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Job Description: President-Elect

TERM OF OFFICE: 2 Years

PURPOSE: The President-Elect prepares to assume the office of President of Joliet Area AEYC and assists the President in the execution of his or her duties. At the end of the two year training period, the President-Elect assumes the office of President. If the Presidency becomes open during the training period, the President-Elect may fill the vacancy for the remainder of that term and then fulfill the term entitled to the President-Elect.

QUALIFICATIONS:

- A member of Joliet Area AEYC with 1 year minimum service on the board
- Proven ability to lead the organization as President

KEY RESPONSIBILITIES:

Meetings:

- Attend JAAEYC board meetings.
- Attend organization conferences, workshops and functions.
- Attend leadership trainings at local, state or national levels.
- Attend Illinois AEYC Leadership retreat.

Planning:

- Act as liaison between the JAAEYC Board of Directors.

Committees:

- Attend meetings and support the work of committees as requested by the President.
- Participate as a member of the Marketing/Affiliate Relations Committee.

Training:

- Acquire knowledge of organization mission, business practices and accountability requirements.
- Perform duties as assigned by the President.

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Job Description: Vice President

TERM OF OFFICE: 2 Years

PURPOSE: The Vice President assumes the tasks of President of Joliet Area AEYC when the President and President-Elect cannot attend meetings and assists the President in the execution of his or her duties. With the President, the Vice President is responsible for the planning and execution of Professional Development programming for the Joliet Area AEYC membership and the community at large.

QUALIFICATIONS:

- A member of Joliet Area AEYC with 1 year minimum service on the board.
- Interest and ability to coordinate workshops and trainings.

KEY RESPONSIBILITIES:

Meetings:

- Attend JAAEYC board meetings.
- Attend organization conferences, workshops and functions.
- Attend leadership trainings at local, state or national levels.
- Attend Illinois AEYC Leadership retreat.

Planning:

- Act as liaison between the JAAEYC Board of Directors.
- Review and implement membership feedback to improve service delivery.

Committees:

- Attend meetings and support the work of committees as requested by the President.
- Participate as a member of the Conference Committee.

Training:

- Acquire knowledge of organization mission, business practices and accountability requirements.
- Perform duties as assigned by the President.

Joliet Area Association for the Education of Young Children

Job Description: Secretary

TERM OF OFFICE: 2 Years

PURPOSE: The Secretary maintains written records of all meetings, correspondence and legal documents of the Joliet Area AEYC Board and assures effective management of the association archives. The Secretary corresponds on official stationary on behalf of Joliet Area AEYC.

QUALIFICATIONS:

- A member of Joliet Area AEYC with 1 year minimum service on the board.
- Good oral and written communication skills and be comfortable with technology.
- Demonstrates ability to summarize and record discussions.

KEY RESPONSIBILITIES:

Meetings:

- Attend JAAEYC board meetings.
- Prepare and provide written minutes to board members in specified time.
- File approved minutes for historical record.

Planning:

- Prepare and distribute correspondence as directed and approved by the Board.
- Maintain all records relevant to 'Key Responsibilities' in addition to assisting the Executive Committee in maintaining the organization archives.
- Maintain official list of Board members in accordance with procedure.

Budget:

- Assist Treasurer and Finance Committee as needed.

Newsletter:

- Assist Marketing/Affiliate Relations Committee as needed.

Committees:

- Monitor yearly collection of required archival documents from all standing and ad hoc committees.

Training:

- Provide orientation for incoming Secretary by clarifying the duties and explaining the record-keeping system.
- Amend and update all sections of the Board Training Manual for the succeeding officer.

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Job Description: Secretary (cont.)

Reports:

- Monitor, or assist as appropriate, submission of compliance reports as required by Illinois AEYC, NAEYC, Illinois Secretary of State, or other State annual reports.
- Submit approved reports to local, state and federal agencies.

Joliet Area Association for the Education of Young Children

Job Description: Treasurer

TERM OF OFFICE: 2 Years

PURPOSE: The treasurer serves as the financial officer of the organization and is primarily responsible to distribute funds received in a responsible and organized manner with funds identified and bills paid in a timely manner.

QUALIFICATIONS:

- A member of the Joliet Area AEYC
- Demonstrate financial record-keeping skills
- Exhibit attention to detail
- Understand accounting and budgeting methods

KEY RESPONSIBILITIES:

Meetings:

- Attend JAAEYC board meetings.
- Present a current financial report for board approval at meetings
- Attend conferences, workshops or trainings when needed

Planning:

- Administer the organization's financial responsibilities
- Ensure development of and board review of financial policies procedures
- Advise the Board on all money matters
- Supervise cash transactions at organization activities
- Keep current with NAEYC's online system of membership and financial information
- Prepare for the annual audit

Budget:

- Prepare an annual budget and submit for Board approval
- Review the annual audit and report findings to the board
- Monitor the receipt of all money due to and held by the organization
- Pay all bills promptly following organization voucher procedures
- Keep monthly accounts of incomes and expenditures