

# San Diego Association for the Education of Young Children

Title: President-Elect

## Position Overview

The duties of the shall be to preside in the absence of the President, to supervise the Focus and Standing Committees, to represent the Association on the Board of Directors of the California Association for the Education of Young Children when the President cannot attend, and act as Parliamentarian.

## Job Functions

- Shall be responsible for submitting receipts and appropriate forms to the Treasurer in a timely fashion.
- Every Board member, when speaking publicly as SDAEYC spokesperson, shall identify herself/himself as a Board member of the Association. The Board member shall state the position of the Board, shall speak to her/his area of expertise; and shall be familiar with the Association's vision, mission, and goal statements.
- Voting Board members of the SDAEYC are responsible for input and decision-making at every General Board meeting.
- The President-Elect shall work closely with the President in all facets of responsibilities as outlined in the President's responsibilities.
- Represent the section at State Board meetings.
- Contact all Committee Chairs assigned to her/him on a regular basis to keep them informed about all upcoming events, meetings and newsletter deadlines.
- Meet with Committee Chairs yearly to plan program activities.
- Review Policies and Procedures with assigned new and returning Board members yearly.
- Contact Committee Chairs prior to Executive Committee meetings to bring updated concerns or issues to the Executive Committee.
- The President Elect shall attend all Board meetings and the Annual Planning Retreat.
- The President-Elect shall participate in Affiliate programs, events and membership meetings.

## Requirements

- Every SDAEYC Board member shall be apprised of the requirement to participate in a minimum of 3 board meetings each year as well as 2 of the following events: the annual membership meeting, the annual retreat and/or one SDAEYC conference.
- A Board Member who does not meet the required commitment and wishes to continue to serve, will be contacted by the President to discuss the circumstances regarding the missed meeting(s) or function(s). The Executive Committee will then determine if the Board member will retain her/his position. If not, a replacement will be appointed by the President to fill out the term.

NOTE: This job description is not intended to be all-inclusive. Board Member may perform other related duties as negotiated to meet the ongoing needs of the organization.

# San Diego Association for the Education of Young Children

Title: Past President

## Position Overview

The duties of the shall be to preside in the absence of the President, to supervise the Focus and Standing Committees, to represent the Association on the Board of Directors of the California Association for the Education of Young Children when the President cannot attend, and act as Parliamentarian.

## Job Functions

- Committee Chairs shall prepare an annual summary report and recommendations in triplicate. One copy shall be submitted to the Secretary, one copy to the President and one copy shall be filed in each committee's notebook by the last Board meeting of the fiscal year.
- Committee Chairs shall submit minutes of each meeting and/or a bimonthly summary report to the Secretary and the President. The minutes will include who attended, the goals and the objectives.
- Committee Chairs shall be responsible for submitting receipts and appropriate forms to the Treasurer in a timely fashion.
- Every Board member, when speaking publicly as SDAEYC spokesperson, shall identify herself/himself as a Board member of the Association. The Board member shall state the position of the Board, shall speak to her/his area of expertise; and shall be familiar with the Association's vision, mission, and goal statements.
- Voting Board members of the SDAEYC are responsible for input and decision-making at every General Board meeting. A committee with co-chairs has one vote.
- Each committee shall be responsible for submitting at least two articles to the Newsletter Chair. The newsletter will be the vehicle for announcing meetings, educational ideas, special messages and features of interest to members.
- The Past President shall serve as parliamentarian at all meetings.
- The Past President shall help the President learn procedures as necessary.
- The Past President shall give updates on any past issues or occurrences that are of current interest or concern to the Association.

## Requirements

- Every SDAEYC Board member shall be apprised of the requirement to participate in a minimum of 3 board meetings each year as well as 2 of the following events: the annual membership meeting, the annual retreat and/or one SDAEYC conference.
- A Board Member who does not meet the required commitment and wishes to continue to serve, will be contacted by the President to discuss the circumstances regarding the missed meeting(s) or function(s). The Executive Committee will then determine if the Board member will retain her/his position. If not, a replacement will be appointed by the President to fill out the term.

NOTE: This job description is not intended to be all-inclusive. Board Member may perform other related duties as negotiated to meet the ongoing needs of the organization.

# San Diego Association for the Education of Young Children

Title: President

## Position Overview

The president shall preside at all meetings, to appoint committee chairpersons and members as necessary, to represent the Association on the Board of Directors of the California Association for the Education of Young Children, or appoint a representative to represent SDAEYC in the community in the interest of young children.

## Job Functions

- The President shall be responsible for submitting receipts and appropriate forms to the Treasurer in a timely fashion.
- Every Board member, when speaking publicly as SDAEYC spokesperson, shall identify herself/himself as a Board member of the Association. The Board member shall state the position of the Board, shall speak to her/his area of expertise; and shall be familiar with the Association's vision, mission, and goal statements.
- The President has the responsibility of training the President-Elect throughout the year. The President-Elect is included in all facets of the President's responsibilities in order to prepare the candidate for effectively assuming all the duties of President.
- The President shall prepare an annual summary report and recommendations in triplicate. One copy shall be delivered to the Secretary; one copy shall be filed in the President's Notebook; and an additional copy shall be given to the Historian for the archives. The President shall be responsible for sending written reports of the activities of SDAEYC to CAEYC.
- The President shall conduct all meetings, set the schedule of Board meetings, prepare the agenda, and distribute any mail and the minutes of the previous Board meeting to all Board members a minimum of one week prior to scheduled meetings.
- The President convenes general business meetings, program and Executive meetings and General Board meetings.
- The President is a representative to the State Board and shall attend State Board meetings as directed by the State Board of Directors.
- The President appoints all Committee Chairs and representatives to the Board. These appointments are for one term of two years.
- The President appoints a member of the Board of Directors to be the Parliamentarian in the alternate years in which there is no Past President.
- The President shall write a message for each newsletter.
- The President is responsible for planning an annual retreat for the Board of Directors of the Association.
- The Association President only votes in the event of a tie.

NOTE: This job description is not intended to be all-inclusive. Board Member may perform other related duties as negotiated to meet the ongoing needs of the organization.