

San Diego Association for the Education of Young Children

Title: VP Programs

Position Overview

Shall ensure that opportunities for professional growth are offered by the Association, including conferences, workshops, community events, and resources.

Job Functions

- The Vice Presidents shall prepare annual summary reports and recommendations in triplicate. One copy shall be delivered to the secretary, one copy to the President, and one copy shall be filed in each Vice President's notebook.
- The Vice Presidents, as supervising officers, shall meet with the Committee Chairs yearly to plan program activities.
- The Vice Presidents shall review policies and procedures with new and returning Board members yearly.
- The Vice Presidents shall contact Committee Chairs prior to the Executive Committee meeting in order to bring updated concerns or issues to the Executive Committee.
- 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.
- Shall collaborate closely with the Conference Chair throughout the year. She/he shall also approve all workshop flyer inserts before being given to the Newsletter Editor for publication.
- Keep an annual calendar of all workshops and events of the Association and confirm all dates of events with Committee Chairs.
- Approve all workshop flyer inserts before they are given to the Newsletter Editor for each newsletter to make sure that the full name of the Association and the logo appear at the top of the flyer.
- Contact all Committee Chairs assigned to VP of Programs on a regular basis to keep them informed about all upcoming events, meetings and newsletter deadlines.
- Contact all Committee Chairs assigned to VP of Programs to bring updated concerns or issues to the Executive Committee.
- Attend workshops of committees assigned to the VP of Programs.

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 members may perform other related duties as negotiated to meet the ongoing needs of the organization.