



Governing Board
Job Description

POSITION: Governance Co-Chair

DIVISION: NYAEYC Board of Trustees

ORGANIZATION: New York State Association for the Education of Young Children

TERM: Elected; 2-Years

OBJECTIVE: The Governance Committee supports the association in its goal to become a high performing inclusive organization by ensuring we are nominating and electing diverse qualified board leadership, providing board education and support and overseeing the board's adherence to our bylaws and governance policies.

SPECIFIC RESPONSIBILITIES of the GOVERNANCE CO-CHAIR:

- Responsible for ensuring the committee conducts its work in accordance with the annual work plan by; recruiting committee members, scheduling regular meetings, setting meeting agendas and facilitating committee meetings;
- Oversee nomination process and conduct annual elections in accordance with NYAEYC bylaws;
- Support the onboarding process for newly elected and appointed board members including; providing initial orientation to familiarize new members with the mission, vision and values of the organization and our board policies and practices;
- Provide support to board members through ongoing board education and as requested;
- Ensure board practices align with our bylaws;
- Undertake review and revisions of bylaws and other key board policies as scheduled and/or requested by the board;
- Coordinates efforts to assess governance policies and practices, board composition (including necessary skills, diversity, statewide representation, etc.), and board efficacy.

GENERAL RESPONSIBILITIES for NYAEYC BOARD OF TRUSTEE MEMBERS:

- Understands and upholds fiduciary and legal responsibilities;
- Adheres to all NYAEYC's policies;
- Actively participates in Board of Trustee meetings, responds to request for reports, feedback/input and other information in a timely manner;
- Maintains a current NAEYC and NYAEYC membership;
- Serves as an ambassador for NYAEYC, promoting NYAEYC's mission, vision and values and membership;
- Registers and attends the NYAEYC Annual Conference to provide volunteer and financial support to help ensure a successful conference;

ORGANIZATION STRUCTURE:

The Governance Committee is a standing committee of the NYAEYC Board of Trustees in accordance with the NYAEYC bylaws. The Governance Chair serves as a member of the NYAEYC Board of Trustees.

COMMITTEE COMPOSITION:

The position of Governance Board Co-Chair is shared by two individuals, one elected and one appointed.

WORKING CONDITIONS:

Board of Trustees meets quarterly (in-person in March, and virtually in June, September and December)

Committee work is primarily conducted through email and monthly Zoom meetings.

Some meetings and events will require travel within the state.

QUALIFICATIONS:

Member in good standing of NAEYC and NYAEYC

Ability to work independently, but also as a team.

Ability to promote the mission, vision, and values of NYAEYC.

Passion for Early Childhood Education.