

PRESIDENT-ELECT
Board of Trustees
New York Association for the Education of Young Children
Job Description

POSITION: President-Elect

DIVISION: Executive Board

ORGANIZATION: New York Association for the Education of Young Children

TERM: 1-Year as President-Elect (2 Years as President and 1 Year as Past-President)

OBJECTIVE:

Provide continuity in NYAEYC leadership and governance

SPECIFIC RESPONSIBILITIES:

- Acts as aid to President and assist with duties as requested by President
- In the absence of or the inability of the President to fulfil their responsibilities, the President-Elect shall preside and act for the President
- Serves as a member of the Executive Committee; participate in monthly virtual meetings of the committee
- Serves as a liaison between NYAEYC and community, promoting membership and clarifying NYAEYC and the group's purpose and activities.
- Upon completion of one-year term as President-Elect assumes the office of President for two-year term; and then a one-year term as Past President
- Review and recommend revisions of Committee functions
- Attends quarterly board meetings; 2 virtual and 2 in-person annually
- Participates in weekly virtual meetings with the President and Executive Director in preparation for assuming the role of President
- Registers for Annual NYAEYC State Conference for general support, networking and to offer assistance to Chapters.

ORGANIZATION STRUCTURE:

The President-Elect shall serve one (1) year in that office, two (2) years as President, and one (1) year as Past President.

President-Elect is an elected position.

Member of the Executive Committee

WORKING CONDITIONS:

Attendance at the Annual Conference, Fall Retreat and State Board meetings will require traveling to a destination within the state.

Maintain active membership in NAEYC and NYAEYC.

COMMITTEE COMPOSITION:

The Executive Committee is comprised of the President, President-Elect, Past President, Vice-President, Secretary and Treasurer.

QUALIFICATIONS:

Previous experience on state AEYC Board

Strong leadership abilities

Ability to promote the mission, vision and values of NYAEYC