



Executive Board  
Job Description

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**POSITION:** Governance Chair

**DIVISION:** Executive Board

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

**TERM:** 2-Years

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**OBJECTIVE:** The Governance Committee assists the Board and members of the association with the creation and effective use of the bylaws and board governance policies.

**SPECIFIC RESPONSIBILITIES:**

- Conducts elections in accordance with NYAEYC bylaws and oversees the nominating process.
- Assists with planning and development of New Board Member Orientation and Board Mentoring program.
- Assists in recruitment and cultivation of new Board Members to run in elections.
- Submits ballots to *The Reporter* on a quarterly basis.
- Initiates a process for reviewing job descriptions of Executive Board Members.
- Attends all State Board meetings and submits a written and oral report at each State Board meeting and an annual written report including activities and an evaluation of the position to the Governing Board at the conclusion of the fiscal year.
- Registers for Annual NYAEYC State Conference for general support, networking and to offer assistance to Chapter.
- Serves as a liaison between NYAEYC and community, promoting membership and clarifying NYAEYC and the group's purpose and activities.
- Orients the incoming officer to the duties of the position upon retirement from office. Passes on the documents of that office and provides additional support as necessary.
- Reviews past practice and recommends revisions in process and/or bylaws.

**ORGANIZATION STRUCTURE:**

Governance Board Co-Chairs report directly to the President and Executive Director.

**WORKING CONDITIONS:**

Work is primarily performed through email and conference calls. 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 position of Governance Board Co-Chair is shared among three individuals, one of which is elected and two who are appointed.

**QUALIFICATIONS:**

Self-starter and ability to take initiative.

Ability to work independently, but also as a team.

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

Passion for Early Childhood Education.