



nyaeyc

New York Association for the
Education of Young Children

Governing Board
Job Description

POSITION: Vice-President

DIVISION: Governing Board, Executive Committee

ORGANIZATION: New York Association for the Education of Young Children

TERM: Elected; 2-Years

OBJECTIVE: To lead, in coordination with the Member Leadership Council and the Board of Trustees, NYAEYC's efforts to recruit, develop and support our local leadership network.

SPECIFIC RESPONSIBILITIES of the OFFICE OF VICE PRESIDENT:

- Serves as a member of the Executive Committee of the NYAEYC Board of Trustees;
- Serves as an ex-officio member of the Member Leadership Council (the Council) and as such:
 - Act as a liaison with the Executive Committee and the Board of Trustees;
 - Works with the Council to recruit, develop and support local leadership;
- Coordinates work with the Member Program and Services Committee and Member Leadership Council to develop and promote a calendar of member engagement events and services;
- Act as parliamentarian at Executive Committee and Governing Board meetings;
- In years without a serving President-Elect:
 - In the absence of or the inability of the President to fulfil their responsibilities, the Vice President shall serve as Acting President; assuming all authority conferred upon the office of the President, and performing all duties until the President can resume their duties
 - Should the Presidency be vacated, before the completion of the term, the Vice President will succeed to the Presidency for the duration of the term.

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 for NYAEYC Annual Conference to provide volunteer and financial support to help ensure a successful conference;

ORGANIZATION STRUCTURE:

Vice-President is an elected position on the NYAEYC Board of Trustees; and serves as a member of the Executive Committee in accordance with NYAEYC bylaws.

COMMITTEE COMPOSITION:

The Executive Committee is comprised of the President, President-Elect (when this position is occupied), Past President (when this position is occupied) Vice-President, Secretary, Treasurer and Finance Chair.

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.

QUALIFICATIONS:

Member in good standing of NAEYC and NYAEYC

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

Passion for Early Childhood Education.

Leadership experience with an affiliate/chapter of AEYC preferred.