



Executive Committee Job Description

POSITION: Vice-President

DIVISION: Executive Committee

ORGANIZATION: New York Association for the Education of Young Children

TERM: 2-Years

OBJECTIVE: To provide support and leadership to NYAEYC's statewide Chapter Network through the Chapter Advisory Council; and as a member of the Executive Committee assist the President in carrying out NYAEYC the Board's legal and fiduciary responsibilities.

SPECIFIC RESPONSIBILITIES:

- Serves as the Chair of the Chapter Advisory Council; acting as liaison between local Chapters and the Executive Committee;
- Supports and facilitates the functions of the local Chapters;
- Assists in the formation of new Chapters (as needed);
- Act as parliamentarian at Executive Committee, Executive Board and Governing Board meetings;
- Assumes the presidency in the event of a vacancy (in the years when there is no President Elect);
- Presides at all NYAEYC meetings in the President's absence.
- Attends all State Board meetings.
- Registers for Annual NYAEYC State Conference for general support, networking and to offer assistance to Chapters.
- 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.

ORGANIZATION STRUCTURE:

Vice-President is an elected position; and a 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 (when this position is occupied). Past President (when this position is occupied) Vice-President, Secretary and Treasurer.

QUALIFICATIONS:

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

Passion for Early Childhood Education.

Leadership experience with an affiliate/chapter of AEYC.