

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

JOB DESCRIPTION

I. TITLE:

CHAPTER REPRESENTATIVE

II. TERM OF OFFICE:

Serves a two (2) year term, renewable by local Chapter Membership approval.

III. PURPOSE:

To serve as a liaison and facilitator between the Chapter and the Iowa AEYC Governing Board in an effort to implement best practices related to early childhood care and education.

IV. REQUIREMENTS:

A. *Shall be a Member of Iowa AEYC.*

B. Shall be a Member of the Chapter represented and participate in Chapter activities.

V. Shall abide by the Bylaws of the Association.

DUTIES AND RESPONSIBILITIES

A. Will attend all Governing Board meetings in compliance with the Iowa AEYC Governing Board attendance policies and submit a written report detailing activities and issues pertaining to the position that have occurred since the last board meeting.

B. Will serve as a liaison between the membership located in the area and the Iowa AEYC Governing Board.

C. Will assist (with the Chapter Treasurer and President) in completion of the annual fiscal year-end report to be sent to the Office Staff.

D. Will inform the Membership Chairperson of pertinent issues concerning the Iowa AEYC membership in the local area.

E. Will identify nominees for Governing Board positions.

F. Will promote Iowa AEYC and NAEYC whenever possible.

G. Will maintain a notebook and pass it on to the succeeding Chapter Representative.

H. Will be expected to serve on committees and complete assignments pertaining to those committees as part of the Iowa AEYC Governing Board.

I. Will monitor compliance and renewal of their local Chapter Agreement.