

JOB DESCRIPTION

- I. TITLE:  
**HIGH-PERFORMING, INCLUSIVE ORGANIZATION (HPIO)  
CHAIR**
  
- II. TERM OF OFFICE:  
Appointed by the President with Governing Board approval for a term of two (2) years and may succeed self in office once.
  
- III. PURPOSE:
  - A. To maintain a commitment to overseeing a high-performing, inclusive organization.
  - B. To make a long-term commitment to plan, build understanding, develop policy, and take action to sustain organizational transformation.
  - C. To act in an oversight manner of all standing and ad hoc committees.
  
- IV. REQUIREMENTS:
  - A. *Shall be a Member of Iowa AEYC.*
  - B. Shall abide by the Bylaws of the Association.
  - C. Shall demonstrate skills and talent to recognize the uniqueness of individuals, groups, and organizations.
  - D. Shall have prior Board experience
  
- V. DUTIES AND RESPONSIBILITIES
  - A. Will attend all Governing Board meetings in compliance with the Iowa AEYC Governing Board attendance policies.
  - B. Will serve as a member of the Executive Committee in an ex officio status.
  - C. Will coordinate Iowa AEYC's implementation of the HPIO Plan.
  - D. Will oversee the elections process including creating the ballot and insuring at least two candidates are listed for each position while being cognizant of diversity and inclusivity in terms of each candidate.
  - E. Will review and revise, as needed, the nominations and elections process for the Iowa AEYC Governing Board and local Chapters.

*IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN*

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- F. Will seek to promote intentional strategies for managing change and identifying and supporting desired results of organizational transformation.
- G. Advocate for all necessary changes for Iowa AEYC to become a high-performing inclusive organization.
- H. Develop a Governing Board recruitment plan.
- I. Will promote Iowa AEYC and NAEYC whenever possible.
- J. Will maintain a notebook or file of the business of the office and pass it on to the succeeding HPIO Chair.
- K. Will monitor demographic data of seated Board Members.
- L. Will work closely with the Membership Chair and Committee.
- M. Will participate in professional development opportunities around diversity and equity.
- N. Will participate, as possible, in Early Childhood Iowa's Equity Advisory Committee.
- O. Chair the Board's HPIO Committee.