

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

JOB DESCRIPTION

I. TITLE:

MEMBERSHIP RECRUITMENT AND SUPPORT 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 manage membership recruitment and development activities.
- B. To encourage and support inclusiveness and anti-biased practices, in all sectors in Iowa AEYC.
- C. To oversee the assessment, planning, implementation, and evaluation of membership, recruitment, and development activities as well as diversity and inclusiveness efforts.
- D. To lead the Tony Lacy Iowa AEYC Membership Scholarship Selection Committee.

IV. REQUIREMENTS:

- A. *Shall be a Member of Iowa AEYC.*
- B. Shall have in-depth understanding of the goals and objectives of the Association.
- C. Shall abide by the Bylaws of the Association.
- D. Shall have professional contacts in the early childhood field and community at large.
- E. Shall have a high level of written and verbal communication skills.
- F. Shall demonstrate organizational skills to assess, plan, and implement membership activities.

V. DUTIES AND RESPONSIBILITIES

- A. Will serve as Chair of the Membership Committee.
- B. Will develop and maintain a demographic report of members and Institute attendees. Will analyze the data to determine where Iowa AEYC should focus membership efforts.

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- C. Will create a membership marketing and recruitment plan and submit this plan to the Iowa AEYC Governing Board annually.
- D. With Governing Board approval, will implement membership marketing and recruitment plan.
- E. Will pursue grant opportunities to enhance membership recruitment.
- F. Will maintain a notebook or file of the business of the office and pass it on to the succeeding Membership Recruitment and Support Chair.
- G. 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.
- H. Will promote Iowa AEYC and NAEYC whenever possible.