

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

JOB DESCRIPTION

- I. TITLE:
PRESIDENT

- II. TERM OF OFFICE:
Assumes the position for a term of two (2) years after serving a one (1) year term as President Elect.

- III. PURPOSE:
 - A. To provide democratic leadership.
 - B. To encourage the proposal, initiation, institution, and evaluation of new policies and procedures.
 - C. To represent the Association to other professional organizations and public agencies.

- IV. REQUIREMENTS:
 - A. *Shall be a Member of Iowa AEYC.*
 - B. Shall have had two (2) years previous Iowa AEYC Board experience.
 - C. Shall abide by the Bylaws of the Association.
 - D. Shall have leadership skills, communicate well, facilitate, and motivate others to perform duties.
 - E. Shall have professional contacts in the early childhood field and the community at large.

- V. 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 member of the Executive Committee.
 - C. Will preside over all Board Meetings, Executive Committee Meetings, and the Annual Membership Meeting.
 - D. Will hire/supervise the Executive Director.
 - E. Will prepare the Board meeting agenda with the assistance of the Executive Director and the Executive Committee.

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- F. Will provide leadership in the evaluation of new policies and activities.
- G. Will monitor decisions to insure that policies are carried out as previously established by the Board.
- H. Will contact Iowa AEYC Members to fill appointed positions on the Iowa AEYC Governing Board.
- I. Will appoint standing and ad hoc committees and Chairs as are determined necessary with approval of the Governing Board.
- J. Will serve as an ex-officio member of all standing and ad hoc committees.
The president will receive copies of agendas and minutes of all standing and ad hoc committee meetings.
- K. Will promote Iowa AEYC and NAEYC whenever possible.
- L. Will maintain a notebook or file of the business of the office and pass it on to the succeeding President.
- M. Will attend the NAEYC Annual Conference at no expense.
- N. Will attend the NAEYC Professional Learning Institute at no expense.
- O. Invite an attorney or association management expert to speak on legal aspects concerning non-profit organizations.