

# IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

## JOB DESCRIPTION

- I. TITLE:  
**VICE PRESIDENT**
  
- II. TERM OF OFFICE:  
Elected by the membership for a term of two (2) years and may succeed self in office once.
  
- III. PURPOSE:
  - A. To promote democratic leadership.
  - B. To provide leadership to Chapters as the Iowa AEYC “link.”
  - C. To provide the Governing Board with an overview of the “grassroots” issues for Chapters.
  
- IV. REQUIREMENTS:
  - A. *Shall be a Member of Iowa AEYC.*
  - B. Shall abide by the Bylaws of the Association.
  - C. Shall have many professional contacts in the early childhood field and the state at large.
  - D. Shall demonstrate organizational skills and possess talent as a motivator and communicator.
  
- 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 provide leadership and coordination to the Chapter Representatives.
  - D. Will make provisions to have contact with Chapters, in addition to Governing Board meetings.
  - E. Will be available to meet with groups interested in establishing Iowa AEYC chapters and, with the Membership Specialist, will provide information to members interested in forming new chapters.

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- F. Will be acquainted with duties of the officers and the operation of the Association.
- G. Will perform other duties as assigned commensurate with the role assigned to the Vice President.
- H. Will promote Iowa AEYC and NAEYC whenever possible.
- I. Will maintain a notebook or file of the business of the office and pass it on to the succeeding Vice President.
- J. Will, with the Institute committee, organize activities, which develop leadership capacity, with particular focus on the Annual Fall Institute.