

# Washington Association for the Education of Young Children Governing Board Policies

## A. Board Responsibilities

The primary responsibilities of the Governing Board of the Washington Association for the Education of Young Children hereafter referred to as the Association or WAEYC are to:

1. Promote the mission, vision and values of the Association.
2. Ensure a financial soundness of the Association.
3. Adhere to the bylaws of the Association.

Other responsibilities of the Governing Board are to:

4. Develop and ensure implementation of policies of the Association.
5. Lead the Association in setting and achieving goals and objectives.
6. Develop the Association's long-term plan and a strategy for implementation after soliciting input from the Affiliate Council, committee chairs, and the general membership.
7. Develop the Association's annual goals and objectives and a strategy for implementation after soliciting input from the Affiliate Council, committee chairs, and the general membership.
8. Approve the Association's long term plan, the annual goals and objectives, the action plans and budget.
9. Direct and supervise committees in the development and implementation of written action plans for meeting the Association's goals and objectives.
10. Ensure the development and regular review of the position descriptions for WAEYC officers, the Affiliate Council, the Governing Board, committee chairs, committees and the Executive Director.
11. Hire, evaluate and terminate the Executive Director and delegate to the Executive Director such specific authority as is outlined in the Executive Director's position description.
12. Ensure the Association complies with its code of ethical conduct and fulfills its fiduciary responsibilities.
13. Ensure that all Governing Board and Affiliate Council members and committee chairs receive orientation, training and materials pertinent to the Association and their positions.
14. Ensure development of statements regarding the Association's positions as deemed necessary or appropriate. These position statements could address but not be limited to advocacy, legislation, educational issues, and/or endorsements.
15. Facilitate communication within and between the Affiliate Council, Affiliate Chapters, committees, and the membership regarding policies, issues and activities.
16. Remove a Governing Board member from her/his position for due cause. Due cause shall include, but not be limited to, failure to fulfill the position obligation or unexcused

absence from two consecutive Governing Board meetings. Removal shall be determined by a two-thirds vote of a quorum of the Governing Board.

17. Maintain relationships with NAEYC and Western States Leadership Network by distributing information and responding to communication.
18. Determine official participation of the Association in organizations and/or agencies in the following ways:
  - (a) Authorizing membership in or endorsement of said entity
  - (b) Designating an official representative
  - (c) Authorizing the payment of dues, fees or donations by the Association
  - (d) Commit to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization

## **B. Meetings**

1. Scheduling
  - (a) The Governing Board usually meets quarterly
  - (b) At the beginning of the year, meetings will be scheduled for the year by the President with input from the Executive Committee to avoid scheduling conflicts
  - (c) Notice of the yearly calendar of Governing Board meeting dates and locations shall be distributed to all Governing Board members within one month following approval by the Executive Committee, and to the general membership within two months; Governing Board members shall be notified of any changes in the established schedule
2. Meeting Planning
  - (a) Email and/or postal mail will be used to support meeting planning between Executive Committee and WAEYC office staff
  - (b) WAEYC staff will work with the Executive Committee to provide or arrange for Governing Board meeting space, materials, and support personnel.
  - (c) WAEYC office staff with support from Governing Board members will provide for food and amenities and take responsibility for meeting set-up and clean-up.
3. Meeting Notice
  - (a) Notices and agendas of meetings shall be mailed or emailed by WAEYC staff at least two weeks in advance of the meetings
  - (b) Each meeting notice will include the time, date, and place of the meeting
  - (c) Minutes from the previous meeting shall be sent to Board members in advance of the meeting by WAEYC staff
4. Meetings and Agenda
  - (a) Governing Board meetings will follow a written agenda established by the President and/or Executive Committee with input from the staff.
  - (b) Items from members, to be included on the agenda, shall be sent to the President at least one month prior to the meeting

- (c) Reports to the Governing Board regarding WAEYC activities shall be the responsibility of the appropriate members and staff
- (d) Governing Board meetings shall be open to any Association member who may attend as a non-voting member

# Washington Association for the Education of Young Children Governing Board Job Descriptions

## Governing Board Member

1. Term of Office: Two Years
2. Purpose: To manage the corporate and business affairs of WAEYC
3. Responsibilities:
  - (a) Serve as a voting member on the Governing Board.
  - (b) Approve WAEYC's mission and review WAEYC's performance in achieving it.
  - (c) Review customer service data and trends analysis report and consider changes to WAEYC's programs and services on an annual basis.
  - (d) Review and approve WAEYC's budget annually, regularly monitor the budget, and carry out other fiduciary responsibilities.
  - (e) Determine and evaluate policies, procedures and regulations that affect the business of WAEYC.
  - (f) Hire, evaluate and terminate Executive Director.
  - (g) Serve on and participate in a Governing Board committee.
  - (h) Support WAEYC with financial or in-kind contributions.
  - (i) Attend and participate in board, committee, and membership meetings, WAEYC's Annual Conference and other events.
  - (j) Review agenda and supporting materials prior to board and committee meetings
  - (k) Publicize and represent WAEYC.
  - (l) Suggest to the Governing Board possible nominees who can make significant contributions to the work of the board and WAEYC.
  - (m) Stay informed on current developments in the early childhood field.
  - (n) Understand and adhere to applicable WAEYC policies and procedures.
  - (o) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
  - (p) Orient successor.
4. Qualifications:
  - (a) Membership in WAEYC.
  - (b) Commitment to WAEYC and its values.
  - (c) Understanding of WAEYC's objectives, organization, and services.
  - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
  - (e) Ability to understand concepts and communicate effectively.

## **President-Elect**

1. Term of Office: One Year (Additionally serves two years as President and one year as Past President, for a total of four years)
2. Purpose: To develop strong knowledge of the organization and strengthen leadership skills in preparation for assuming the presidential role
3. Responsibilities:
  - (a) Prepare to assume the office of President.
  - (b) Serve on the WAEYC Executive Committee, Governing Board, and on other committees as assigned.
  - (c) Fill the office of President should the office become vacant, and subsequently fill the office of board President for the regular term as is entitled to the President-Elect.
  - (d) Assist the board President as necessary in the execution of his or her duties.
  - (e) Fill in for and/or act as chair in the absence of the President.
  - (f) Perform other duties as assigned by the board President.
  - (g) In conjunction with the Vice President, be responsible for initial and ongoing Board and Affiliate Council orientation, including developing Board and Affiliate Council handbooks and facilitating orientation.
  - (h) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
4. Qualifications:
  - (a) Membership in WAEYC.
  - (b) Commitment to WAEYC and its values.
  - (c) Understanding of WAEYC's objectives, organization, and services.
  - (d) Understanding of the relationship between and responsibilities of paid staff and volunteer.
  - (e) Knowledge of and experience in the early childhood community.
  - (f) Experience in effecting/influencing community change.
  - (g) Ability to understand concepts and communicate effectively.
  - (h) Proven ability to lead an organization.

## **President**

1. Term of Office: Two years (Additionally serves one year as President-Elect and one year as Past President, for a total of four years)
2. Purpose: As the senior volunteer of WAEYC, to preside at all meetings of the Governing Board, the Executive Committee, and other meetings as required; serve as an ex officio member of all WAEYC committees; oversee implementation of policies and ensure that appropriate administrative systems are established and maintained
3. Responsibilities:
  - (a) Serve on the WAEYC Executive Committee and Governing Board.
  - (b) Partner with the Executive Director in achieving WAEYC's mission
  - (c) Provide leadership to the Governing Board.
  - (d) Chair meetings of the Governing Board, Executive Committee, and annual membership meeting after developing the agenda with the Executive Director.
  - (e) Appoint the chairs of committees, in consultation with other board members
  - (f) Serve as ex officio member of committees and task groups and periodically attend meetings.
  - (g) Monitor financial planning and financial reports.
  - (h) Ensure the occurrence of an annual, formal evaluation the Executive Director's performance and an informal evaluation of Governing Board members' effectiveness.
  - (i) Ensure that an annual evaluation of WAEYC occurs, related to how the organization has succeeded in achieving its mission.
  - (j) Perform other responsibilities as assigned by the Governing Board.
  - (k) In second year as President, orient the incoming President-Elect.
  - (l) Serve as the official representative of the organization.
  - (m) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
4. Qualifications:
  - (a) A member of WAEYC.
  - (b) Commitment to WAEYC and its values.
  - (c) Understanding of WAEYC's objectives, organization, and services.
  - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
  - (e) Knowledge of the early childhood community.
  - (f) Experience in effecting/influencing community change.
  - (g) Ability to understand concepts and communicate effectively.
  - (h) Proven ability to lead an organization.

## **Past President**

1. Term of Office: One Year (An automatic rotation after having served one year as President-Elect and two years as President, for a total of four years)
2. Purpose: To support the President in performing her or his duties and to support the continuity of the organization
3. Responsibilities:
  - (a) Orient the incoming President.
  - (b) Serve on the WAEYC Executive Committee and Governing Board.
  - (c) Work closely as consultant and advisor to the President.
  - (d) Act as a resource to the Governing Board and Affiliate Council.
  - (e) Be available to the President and board members who have questions about their roles and responsibilities.
  - (f) Fill in for and/or act as chair in the absence of the President.
  - (g) In conjunction with the Vice President, be responsible for initial and ongoing Board and Affiliate Council orientation, including developing Board and Affiliate Council handbooks and facilitating orientation.
  - (h) Assist with responsibilities in the event of board vacancies until the vacancy has been filled.
  - (i) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
  - (j) Perform other duties as assigned.
4. Qualifications:
  - (a) Membership in WAEYC.
  - (b) Commitment to WAEYC and its values.
  - (c) Understanding of WAEYC's objectives, organization, and services.
  - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
  - (e) Knowledge of and experience in the early childhood community.
  - (f) Experience in effecting/influencing community change.
  - (g) Ability to understand concepts and communicate effectively.
  - (h) Proven ability to lead an organization.

## **Vice President**

1. Term of Office: Two Years
2. Purpose: To serve as liaison to the Affiliate Council and to support the President in performing her or his duties
3. Responsibilities:
  - (a) Serve on the WAEYC Executive Committee and Governing Board.
  - (b) Attend Affiliate Council meetings, representing the Governing Board.
  - (c) Report Governing Board decisions and actions to the Affiliate Council and report Affiliate Council recommendations to the Governing Board.
  - (d) In conjunction with the Past President or President-Elect (as appropriate), be responsible for initial and ongoing Board and Affiliate Council orientation, including developing Board and Affiliate Council handbooks and facilitating orientation.
  - (e) Work closely as consultant and advisor to the President.
  - (f) Chair at least one major committee.
  - (g) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
  - (h) Orient successor.
4. Qualifications:
  - (a) Membership in WAEYC.
  - (b) Commitment to WAEYC and its values.
  - (c) Understanding of WAEYC's objectives, organization, and services.
  - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
  - (e) Knowledge of and experience in the early childhood community.
  - (f) Experience in effecting/influencing community change.
  - (g) Ability to understand concepts and communicate effectively.
  - (h) Proven ability to lead an organization

## Secretary

1. Term of Office: Two Years
2. Purpose: To assume responsibility for the preparation and custody of the corporate documents of WAEYC
3. Responsibilities:
  - (a) Serve on the WAEYC Executive Committee and Governing Board.
  - (b) Ensure that accurate minutes of all meetings of the Association including the annual meeting, Governing Board and Executive Committee are kept, with corrections and additions as noted.
  - (c) Ensure that proper notice for the Annual and Governing Board meetings is issued according to the timeline stated in the bylaws.
  - (d) Ensure that an official list of all Governing Board Members is maintained.
  - (e) Sign legal documents when so directed by the Governing Board and in accordance with the bylaws.
  - (f) File a corporate resolution with appointed banks, designating the authority to make deposits and withdrawals and indicating authorized signatures as approved by the Governing Board.
  - (g) Become familiar with the legal documents (articles of incorporation, bylaws, Policies and Procedures and IRS determination letter) to note applicability during meetings.
  - (h) Ensure that legal and other appropriate documents are updated and filed with appropriate parties as necessary.
  - (i) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
  - (j) Orient successor.
4. Qualifications:
  - (a) Membership in WAEYC.
  - (b) Commitment to WAEYC and its values.
  - (c) Understanding of WAEYC's objectives, organization, and services.
  - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
  - (e) Ability to understand concepts and communicate effectively.
  - (f) Familiarity with organizational minutes and records.

## **Treasurer**

1. Term of Office: Two Years
2. Purpose: To serve as the chief fiscal officer of WAEYC and chair of the finance committee
3. Responsibilities:
  - (a) Serve on the WAEYC Executive Committee and Governing Board.
  - (b) Work with the Executive Director to ensure sound accounting procedures and records for the receiving, receipting, recording, depositing, custody and disbursement of funds.
  - (c) Work with the fiscal staff and Executive Director to ensure that appropriate financial reports are available to the board on a timely basis.
  - (d) Ensure Governing Board members are sufficiently informed in order to fulfill their fiduciary responsibilities.
  - (e) Manage, with the finance committee, the board's review and action related to the board's financial responsibilities.
  - (f) Assist in the preparation and presentation of a financially-sound annual budget to be approved by the Governing Board.
  - (g) Work with the auditor and WAEYC staff to ensure that the annual audit is complete and the results presented to the board.
  - (h) Ensure the development and board review of financial policies and procedures.
  - (i) Ensure that WAEYC maintains tax-exempt status.
  - (j) Sign financial forms as approved by the board.
  - (k) Work with the finance committee in monitoring and handling WAEYC's investments by ensuring diversification of deposits and investments, safety of principal, liquidity and a competitive rate of return.
  - (l) Present annual financial review, including insurance policies, to Executive Committee and Governing Board.
  - (m) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
  - (n) Orient successor.
4. Qualifications:
  - (a) Membership in WAEYC.
  - (b) Commitment to WAEYC and its values.
  - (c) Understanding of WAEYC's objectives, organization, and services.
  - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers
  - (e) Knowledge of and experience in financial accounting for non-profit organizations.
  - (f) Ability to understand concepts and communicate effectively.
  - (g) Washington Association for the Education of Young Children.

(h) National Affiliate Council Representative's Job Description. (Specific to WAEYC; NAEYC will have its own job description).

## **National Affiliate Council Representative**

1. Term of Office: Two Years
2. Purpose: To serve as a liaison between WAEYC and NAEYC
3. Responsibilities:
  - (a) Travel to/attend National Affiliate Council meetings and assume responsibilities and duties specific to the position as delineated by NAEYC.
  - (b) Serve on the WAEYC Governing Board and Executive Committee.
  - (c) Represent the voice of the state Affiliate membership.
  - (d) Convey information from WAEYC's membership to the NAEYC Affiliate Council and from the NAEYC Affiliate Council to WAEYC.
  - (e) Act as a spokesperson to WAEYC's on behalf of the NAEYC Affiliate Council and its mission, principles and activities.
  - (f) Provide written and/or oral reports to the WAEYC Governing Board regarding NAEYC Affiliate Council's activities and developments.
  - (g) Provide WAEYC with recommendations and updates based on information obtained while serving on the NAEYC Affiliate Council.
  - (h) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
  - (i) Orient successor.
4. Qualifications:
  - (a) Membership in WAEYC.
  - (b) Commitment to WAEYC and its values.
  - (c) Understanding of WAEYC's objectives, organization, and services.
  - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
  - (e) Service on WAEYC Governing Board or local Affiliate Chapter Board for at least 2 years.
  - (f) Knowledge of and experience in the early childhood community.
  - (g) Demonstrated high-quality leadership with commitment and contributions to field.
  - (h) Ability to understand concepts and communicate effectively.

## **Networking Members of the Governing Board**

A networking member is a member of another organization who attends the WAEYC Board meetings to learn more about WAEYC and reflect the values of their organization to the WAEYC Governing Board.

1. Purpose of networking memberships is to promote communication and increase collaborative efforts between the Association and other organizations.
2. Membership: The Executive Committee, at its discretion, may appoint or accept application from networking members who represent organizations with purposes similar to WAEYC. Membership must be renewed every two years.
3. Term: A networking member serves at the approval of the Governing Board.
4. Responsibility: A networking member shall not be a voting member of the Governing Board and shall be responsible to pay for his or her own travel expense related to participation.
5. Applications will be reviewed and approved or disapproved by the Executive Committee upon receipt.
6. The Executive Committee may solicit networking members from other organizations that have like purposes.
7. The Governing Board will be informed at its next meeting of the approval of a networking member.