



Washington Association for the Education of Young Children

841 N Central Avenue, Suite 206, Kent, WA 98032

Phone: (253) 854-2565 Fax: (253) 813-3646 Email: waeyc@waeyc.org

Application for Governing Board Candidates

Greetings from WAEYC!

It's an exciting time to be involved! Early learning professionals and the field are facing difficult challenges as well as new opportunities. WAEYC is prioritizing and strengthening our services, making structural and staffing changes, and solidifying key alliances with our partners. Thank you for considering a leadership role! Whether through board service or in other ways, we appreciate—and we depend on—the involvement and willingness to serve from individuals like you. Thank you!

We hope you consider your nomination to be an opportunity and an honor. We also want to be candid about the expectations and level of commitment involved in board service. The WAEYC Governing Board is a working board—one that not only considers options and makes decisions, but also one that continues to challenge itself to progress and improve. Attached are position descriptions for open board positions. The Governing Board policies and all position descriptions are at www.waeyc.org/Board.htm.

Please contact us if you have any questions.

- ☼ Agda Burchard, Executive Director, at (253) 854-2565 x12 or agda@waeyc.org
- ☼ Sunita Singh, Administrative Assistant, at (253) 854-2565 x23 or sunita@waeyc.org
- ☼ Jamie Ashton, Governance Chair, at (360) 312-1103 or jashton@whatcomday.org

We look forward to your response!

Chair Jamie Ashton
Governance Subcommittee of the Advancement Committee

Our Vision: Early childhood professionals are well-qualified, competent and highly compensated, and early childhood programs are of high quality. Systems that nurture and support high-quality are in place, and financial resources for professional development and program operations are available.

Our Mission: We provide services to members and advocate for policies that enable individuals and businesses to provide high-quality early learning experiences for young children.

Washington Association for the Education of Young Children

Promoting excellence in early learning

WAEYC Governing Board Candidate Application

Submit application, photo, resume and statement to

sunita@waeyc.org, or (253) 813-3646, or 841 N. Central Ave. Suite 206 Kent, WA 98032

Questions? Call (253) 854-2565 x23

Declaration of Intention

All positions are two-year terms that begin in July. Position descriptions and Governing Board policies are at www.waeyc.org/Board.htm.

[2010] I am asking to be considered for the following in 2010:

- Treasurer Member-At-Large

[2011] I am asking to be considered for the following in 2011:

- President-Elect Secretary Member-At-Large

Name _____ Signature _____

Contact Information

Title/Position _____

Employer _____

Work Address _____

Work City _____ St _____ Zip Code _____

Work Telephone (_____) _____ Work Fax (_____) _____

Work Email _____

Home Address _____

Home City _____ St _____ Zip Code _____

Home Telephone (_____) _____ Home Fax (_____) _____

Home Email _____

Candidate Statement, Photo and Resume

To ensure consideration, submit to WAEYC this application, your photo (electronic preferred), your current resume and a statement responding to the questions below. Please limit cumulative response to 500 words.

- ☼ Share what you are willing to do and contribute as a Governing Board member to help WAEYC make our vision a reality. (See vision on previous page.)
- ☼ WAEYC is committed to being a high-performing, inclusive organization continually informed by the wisdom of diversity. Describe how you would enhance the diversity of the Governing Board. Consider geographic location, age bracket, economic circumstances, language, ethnicity, gender, occupation, religious or spiritual beliefs and employment experiences.
- ☼ Address specific skills you would bring to WAEYC. Consider (1) your professional experiences, education, and expertise in areas that will advance the association's work (e.g. banking and investment, public relations, marketing, law, technology, etc.); (2) your leadership involvement and community connections at the local, state and/or national levels both in and outside the early learning field; and, (3) your contributions and record of service to AEYC.

Position Description: Governing Board Member

(This description applies to all board positions as well as acts as the sole description for the Member-At-Large positions)

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.

Position Description: 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).