

Charter

WAEYC Advancement Committee

*Communications Subcommittee
Fund Development Subcommittee
Governance Subcommittee*

Committee Charge/Purpose

To develop and maintain the association's strategic plan, recommending structures and initiatives that advance the strength, stability and reach of the association

Committee Responsibilities & Authority

Also see Committee Policies, Section D. Responsibilities of All Committees

Communications

- Create and periodically revise a *Communications Plan*, including need assessment, success metrics and communication capacity and budget recommendation to the board
- Create and periodically revise a *Technology Plan*, including hardware, software, training and integration
- Recommend communication methods that support program and advancement plans, including brand refinement, publication standards and policy advocacy
- Propose web communication strategy
- Specify and support development of learning, sharing and networking capacity among professionals
- Develop relevant portion of association strategic plan for board approval

Fund Development

- Create and periodically revise a *Fund Development Plan*, including development strategies, grant writing, member fees, customer recruitment (in consultation with program committee and governance subcommittee)
- Recommend fundraising initiatives to the board
- Recommend potential board members to governance subcommittee to augment donor cultivation efforts
- Approach board members concerning gifts related to any annual campaign or other fundraising initiative
- Develop relevant portion of association strategic plan for board approval

Governance

- Create and periodically revise the *Board Development Plan*, identifying assessment of needs and gaps, developing cultivation tactics and recruiting potential committee and board members (in consultation with the program committee and fund development subcommittee)
- Regularly submit nominations for potential committee and board members to the board
- Design and implement an ongoing program for board, committee and affiliate council orientation, performance assessment and training
- Periodically review board, council and committee policies and procedures
- Develop relevant portion of association strategic plan for board approval

Membership

- Chair of advancement- governance subcommittee
- Chair of advancement-fund development subcommittee
- Chair of the advancement-communications subcommittee
- 2 current major donors to WAEYC
- 2 people with past experience in non-profit management outside of WAEYC
- WAEYC president
- WAEYC president-elect or past president
- 2 local affiliate chapter board members
- WAEYC member
- WAEYC fund development staff person
- WAEYC communications staff person
- WAEYC executive director

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WAEYC Executive Committee

Committee Charge/Purpose

To govern the ongoing business of the association at and between meetings of the governing board

Committee Responsibilities & Authority

Also see Committee Policies, Section D. Responsibilities of All Committees

- Recommend goals, objectives, actions and policy changes to the board
- Conduct business of the association between board meetings
- Act in place of the board only when the board specifically delegates; reporting all decisions and actions to the board
- Plan board meetings
- Recommend names to the president for appointment of committee chairs; ensure subsequent appointment
- Approve formation of special committees
- Review proposed annual and 3-year budgets prior to presentation to the board
- Provide oversight of progress toward association's strategic plan
- Ensure that the association adheres to the NAEYC accountability policy
- Notify board nominees of board decision concerning their nomination and subsequent election results
- Review and recommend personnel policies and serve as a resource to the executive director on other personnel management issues

Membership

As specified in bylaws

- President, serves as chair
- President-elect or past president
- Vice president
- Secretary
- Treasurer
- NAEYC affiliate council representative
- Executive director, serves as an ex-officio member

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WAEYC Finance Committee

Committee Charge/Purpose

To oversee the financial operation of the association

Committee Responsibilities & Authority

Also see Committee Policies, Section D. Responsibilities of All Committees

- Prepare annual and 3-year budgets, and budget revisions as needed, for the board's approval
- Review monthly financial reports
- Recommend and periodically review performance of the firm that will conduct the annual audit and review audit results
- Create and periodically revise an *Investment Plan* including investment policies and activities
- Periodically review the association's accounting procedures and computerized system
- Periodically review financial policies and procedures
- Periodically review personnel benefit policies
- Develop relevant portion of association strategic plan for board approval

Membership

At least

- WAEYC treasurer, serves as chair
- 2 people with financial experience
- WAEYC president, serves as an ex-officio member
- WAEYC financial staff person
- WAEYC executive director

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WAEYC Program Committee

*Professionals Subcommittee
Organizations Subcommittee*

Committee Charge/Purpose

To develop and refine products and services that meet the needs of members, other early childhood professionals, affiliate chapters and early learning businesses

Committee Responsibilities & Authority

Also see Committee Policies, Section D. Responsibilities of All Committees

Professionals (members and other early childhood professionals)

- Gather and analyze customer data (in partnership with organizations subcommittee)
- Create and periodically revise a *Program Plan for Professionals*, including development of learning and sharing networks and articulation of program (including annual conference) descriptions, goals and success metrics
- Periodically review programs, products and services and policies and procedures
- Develop and maintain the association's *Research and Publication Agenda*
- Promote conversations among members about issues related to program and professional quality
- Promote connection of *Research and Publication Agenda* to *Policy Agenda* and learning and sharing networks
- Provide consultation to fund development and governance subcommittees on *Fund Development and Board Development Plans*
- Develop relevant portion of association strategic plan for board approval

Organizations (affiliate chapters and early learning businesses)

- Gather and analyze customer data (in partnership with professionals subcommittee)
- Create and periodically revise a *Program Plan for Organizations*, including development of learning and sharing networks and articulation of program descriptions, goals and success metrics
- Review and recommend association technical assistance and training opportunities for affiliate chapters
- Propose strategies to promote NAEYC accreditation
- Periodically review programs, products and services and policies and procedures
- Provide consultation to fund development and governance subcommittees on *Fund Development and Board Development Plans*
- Develop relevant portion of association strategic plan for board approval

Membership:

- Chair of program-professionals subcommittee
- Chair of program-organizations subcommittee
- 2 people with experience providing customer focused programs & services
- 1 person knowledgeable about NAEYC accreditation
- 2 local affiliate chapter board members
- WAEYC member
- WAEYC membership and affiliate relations staff person
- WAEYC annual conference staff person
- WAEYC contract/s program staff person/s

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WAEYC Public Policy Committee

Committee Charge/Purpose

To promote the goals of the association related to public policy and advocacy

Committee Responsibilities & Authority

Also see Committee Policies, Section D. Responsibilities of All Committees

- Create and periodically revise *Policy Agenda* to include public policy position statements and lobbying priorities
- Be informed and engaged in legislative, regulatory public policy activities, including coalition efforts, at the state level and through NAEYC at the federal level
- Support association staff in arranging testimony and planning member mobilization
- Recommend and periodically review performance of association lobbyist
- Propose training and technical assistance for members and affiliate chapters on advocacy, lobbying and public policy
- Promote connection of *Policy Agenda* to *Research and Publication Agenda* and learning and sharing networks
- Develop relevant portion of association strategic plan for board approval

Membership

At least

- 1 person with public policy experience
- 1 person with advocacy experience
- 1 local affiliate chapter board member
- WAEYC member
- WAEYC public policy staff person
- WAEYC executive director