

Washington Association for the Education of Young Children Committee Policies

A. Standing Committees

1. The governing board has established standing committees to carry out important governance work of the association. The board charges the committees to carry out the charge, roles and responsibilities laid out in that committee's *Charter*. Changes to the charge, roles and responsibilities must be approved by the governing board. Committees are empowered to add implementation tactics at their discretion without board approval. Standing committees shall include, but not be limited to, the following:
 - (a) *Advancement*, whose purpose is to develop and maintain the association's strategic plan, recommending structures and initiatives that advance the strength, stability and reach of the association.
 - (b) *Executive*, whose purpose is to govern the ongoing business of the association at and between meetings of the governing board.
 - (c) *Finance*, whose purpose is to oversee the financial operation of the association.
 - (d) *Program*, whose purpose is to develop and refine products and services that meet the needs of members, other early childhood professionals, affiliate chapters and early learning businesses.
 - (e) *Public Policy*, whose purpose is to promote the goals of the association related to public policy and advocacy.
 - (f) Others as deemed necessary and approved by the governing board.
2. The status of standing committees shall be evaluated regularly by the executive committee.

B. Subcommittees

Subcommittees shall be formed as identified in committee charters or at the discretion of each standing committee to carry out responsibilities identified in that standing committee's charter.

C. Special Committees

1. Special ad hoc committees shall be formed at the discretion of the executive committee to meet specific and relatively short-term needs of the association.
2. Members and chairs shall be appointed by the president with recommendations from the executive committee and executive director.
3. Status of the special committees shall be determined by the governing board based on accomplishment of established goals and objectives and identification of continued need.

D. Responsibilities of All Committees

1. Implement the association's applicable annual goals and objectives.
2. Carry out the roles and responsibilities of the committee as listed in the appropriate committee charter. Special committees shall carry out roles and responsibilities as identified by the executive committee.
3. Adhere to bylaws and policies of the association.
4. Develop and follow annual action plans supporting appropriate objectives as established by the committee and approved by the governing board.
5. Submit written reports to the governing board at least annually or more frequently as requested.
6. Orient and train committee members.
7. Recommend policy changes and emergent association advancement opportunities to the governing board.

E. Membership of Committees

1. All members of the association shall be eligible for participation on standing and special committees.
2. Standing and special committees will be composed of individuals with relevant expertise or interest, including:
 - (a) Governing board members
 - (b) Affiliate council members
 - (c) Affiliate chapter leaders
 - (d) Association members
 - (e) Community resource persons
 - (f) Staff members
3. Each standing committee shall have a governing board member on the committee. The president is an ex-officio member of each committee.
4. Standing committee members shall be recruited in alignment with the membership specifications on the committee's charter.
5. Standing committee members shall be approved by the governing board.
6. Standing and special committee members will serve two-year terms with the number of terms for members not to exceed three consecutive terms.
7. Members of the executive committee are identified in the association's bylaws.

F. Committee Chairs

1. The role of the committee chair is to lead the work of an association committee, ensuring that the expectations laid out in the committee's charter are met.
2. All committee chairs will be appointed by the president except as otherwise designated in policy or committee charter. The term of office shall be two years with no more than three terms served consecutively.
3. Authority and responsibility of committee chairs:
 - (a) Understand the charge, roles and responsibilities listed in the committee's charter.
 - (b) Understand and adhere to applicable association policies and procedures.
 - (c) Recommend potential committee members to the executive director or president.
 - (d) Create committee meeting agendas in consultation with staff and preside over meetings.
 - (e) Delegate responsibilities to committee members and work with staff to ensure committee members have the training, information and resources needed to accomplish their assigned responsibilities.
 - (f) Work with the executive director, president and other committee chairs to ensure that the goals of the committee are met, are in alignment with the association's strategic plan and move forward the association's advancement.
 - (g) Work with staff to ensure that committee history and decisions are maintained and transmitted effectively during orientation of successor.
4. Qualifications for committee chairs:
 - (a) Passion for early childhood development and commitment to the association's values and strategic role.
 - (b) Commitment to advancing the state and national associations' resolves to be high performing, inclusive organizations.
 - (c) Understanding of the association's objectives, organization, and services.
 - (d) Understanding of the relationship between and responsibilities of staff and volunteers.
 - (e) Willingness to be reflective, open and adaptable as part of a learning organization.
 - (f) Effective interpersonal communication and relationship skills.
 - (g) Technical expertise and influence in areas for which the committee has responsibility.