

II. JOB DESCRIPTIONS

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## **II. JOB DESCRIPTIONS**

### **A. PRESIDENT**

1. Preside at all meetings of the Executive Committee and Board and at the Annual Meeting.
2. Appoint chairpersons of all committees.
3. Serve as an ex-officio member of all committees except the Nominating Committee.
4. Work with the Chapters to carry out the purposes of the organization.
5. Schedule four meetings of the Board of Directors each year.
6. Carry out duties related to NAEYC and SECA and prepare a report on the progress of the state for the Annual NAEYC and SECA Conferences.
7. Examine goals for the organization and develop strategies for implementing plans for a 3-5 year period and make recommendations for proactive efforts.
8. Serve as a representative of the organization (or designate a member to serve) at meetings and conferences of related groups and organizations, as needed.
9. Appoint individuals to vacancies on the Board with the recommendations of the Executive Committee.
10. Oversee the Business Manager.
11. Appoint a representative with voting privileges to NAEYC and SECA, if the elected representative is unable to attend.
12. Conduct installation of new officers.
13. Maintain effective and ongoing communication with NAEYC and SECA and oversee the carrying out of duties related to NAEYC and SECA.
14. Prepare Meeting Reminder and Draft Agenda for Corresponding Secretary to send to Board members at least two weeks prior to Board meetings.
15. Appoint Institute Co-Chair for the upcoming year.
16. Assure that By-Laws and Policy Manual are kept up-to-date and long range plan is maintained.
17. Attend, as fund permit, the NAEYC and SECA Conferences or send a representative.
18. Conduct a leadership training at the annual Institute.

### **B. PRESIDENT-ELECT**

1. Chair Board Meetings in the absence of the President.
2. Assume the duties of the President in the event the President resigns or is unable to serve.
3. Assist the President as representative of the organization.
4. Examine, coordinate and implement ways of increasing diversity in the organization's activities and membership.
5. Serve as a member of the Executive and Nominating Committees.

## **II. JOB DESCRIPTIONS**

### **C. PAST-PRESIDENT**

1. When there is no President-Elect, assume the duties of the President in the event the President resigns or is unable to serve.
2. Serve as a member of the Executive and Nominating Committees.
3. Examine, coordinate and implement ways of increasing diversity in the organization's activities and membership.

### **D. ACCREDITATION**

1. Act as a liaison with NAEYC to with regards to accreditation.
2. Promote accreditation of early care and education programs in the state.
3. Disseminate information about the accreditation process.
4. Ensure that information about accreditation is available at the Institute and any Chapter workshops.
5. Write an article for KAECE publications congratulating and announcing newly accredited centers.
6. Send a letter of congratulations to all accredited centers in Kentucky.

### **E. AWARDS**

1. Disseminate descriptions of the awards and their respective criteria along with nomination forms.
2. Send letters to Board Members and Chapter Presidents reminding them to nominate deserving individuals
3. Oversee applications, time lines and recommendations for the organization's awards, as follows:
  - a. Marian B. Hamilton Award,
  - b. Outstanding Teacher Award,
  - c. Outstanding Administrator Award,
  - d. Corporate/Business Award,
  - e. Legislative/Public Policy Award,
  - f. Early Childhood Recognition Award (winner determined by the Board),
  - g. Child Care Provider Award,
  - h. Family Involvement Award, and
  - i. Student Scholarship Award.
4. Recruit members to review all nomination materials submitted according to established criteria and participate in the selection of winners.
5. Notify winners and encourage them to attend the Awards Ceremony at the Institute.
6. Secure gift items for those receiving awards.
7. Provide announcement of KAECE Award recipients for KAECE publications.

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### F. BUSINESS MANAGER

The Board shall enter into a written contract with the Business Manager which shall include the following terms and conditions:

1. Contract Period; Termination with Notice: The period of performance shall be specified. The contract may be terminated without penalty by either party on 60 days prior written notice to the other party.
2. Performance of Services; Contract Price: The Business Manager shall perform the services more fully described in subparagraph 9 below. In exchange for the Business Manager's performance, KAECE shall pay Business Manager an agreed upon annual sum to be paid in equal monthly installments.
3. No Employment Relationship; Licenses, Permits, Taxes, and Fees: The Business Manager shall acknowledge that there is not an employment agreement and that no employer-employee relationship is created between KAECE and the Business Manager. Accordingly, the Business Manager is not covered by withholding taxes, unemployment, worker's compensation, health insurance, retirement or other benefits associated with an employer-employee relationship. It shall be the Business Manager's responsibility to obtain at her/his own expense all necessary licenses and permits for the execution of the terms of the contract, and to pay such taxes and fees as may be required of the Business Manager by federal, state, and local governments. The Business Manager shall comply with all laws, rules, and regulations applicable to the services carried on under this contract.
4. Receipts and Disbursements; Bonding: The Business Manager shall be solely responsible for the handling and processing of all receipts and disbursements of KAECE funds and for the maintenance of KAECE's bank accounts and financial books and records. The Business Manager shall secure appropriate bonding at KAECE's expense for the Business Manager and for KAECE's elected Treasurer who shall also be an authorized signor on KAECE's accounts.
5. Institute Registration Processing; Subcontracting: The Business Manager shall be responsible for assuring that registrations are properly processed for the KAECE-KHSA Institute. The Business Manager is authorized to expend a reasonable sum not to exceed One Thousand Dollars (\$1,000.00) per year in payment of any third party services which may be required for this purpose, and the Business Manager may be compensated from this sum for services rendered in the completion of registration processing. Except as to the processing of Institute registrations, the Business Manager shall not subcontract all or any part of Business Manager's obligations without obtaining KAECE's prior written consent.
6. KAECE Business Obligations and Expenses: In the course of performing the Business Manager's duties, the Business Manager is authorized to bind KAECE to contracts and obligations which arise in the ordinary course of KAECE's business endeavors, and KAECE shall be solely responsible for the costs of such contracts and obligations.

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7. Reimbursements: Any out-of-pocket expenses and automobile mileage incurred by the Business Manager for the benefit of KAECE shall be reimbursed to the Business Manager upon submitting the appropriate documentation and receipts.
8. Contract Renewal: This contract shall renew automatically without further action by the Board, subject to the termination provisions of paragraph 1 above.
9. Business Manager's Specific Duties and Responsibilities:
  - a. Board functions
    - 1) Attend 4 KAECE Board meetings per year, plus all other called meetings
    - 2) Prepare annual budget in consultation with Treasurer
    - 3) Prepare quarterly financial reports for the Board
    - 4) Pay Board expenses per By-Laws
  - b. Financial functions
    - 1) Establish and maintain all KAECE bank accounts
    - 2) Secure bonding for Business Manager and Treasurer
    - 3) Send Quarterly membership checks to each Chapter
    - 4) Process deposits as received and bills as they become due
    - 5) Manage budget by line item
    - 6) Balance all accounts monthly
    - 7) Provide sales tax exemption information to vendors as needed
    - 8) Have financial books and records reviewed annually
  - c. Corporation functions
    - 1) Maintain corporate status (currently in District of Columbia)
    - 2) Maintain authorization to do business in Kentucky
  - d. Internal Revenue Service functions
    - 1) Secure the filing of annual tax forms with federal government
    - 2) Prepare and send 1099 forms to individuals receiving more than \$600 from KAECE
    - 3) Process all communications with IRS
    - 4) Maintain 501(c)(3) status
  - e. NAEYC and SECA functions
    - 1) Act as liaison with NAEYC and SECA
    - 2) Forward memberships to NAEYC
    - 3) Maintain NAEYC liability insurance on file
  - f. Membership Services functions
    - 1) Provide membership lists and labels to chapters on request
    - 2) Work with Newsletter and Journal Editors to provide member names and addresses for mailings
    - 3) Send membership information on request
  - g. KAECE Communications functions
    - 1) Maintain toll-free telephone number for incoming KAECE telephone calls
    - 2) Maintain email address for all KAECE email

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- 3) Monitor and respond to incoming phone calls and emails
  - 4) Provide updated information for inclusion in KAECE website
  - 5) Maintain bulk mailing permit or secure comparable mailing services
- h. KAECE-KHSA Institute
- 1) Preparation & Planning Functions
    - a) Negotiate hotel contracts (dates, space for general and breakout sessions, meals, exhibitor and silent auction space, room blocks, costs, etc.)
    - b) Negotiate contracts for related services (printing, exhibitor setups, keynotes, etc.)
    - c) Review registration form prior to distribution
    - d) Review exhibitor application prior to distribution
  - 2) Process Institute registrations
    - e) Receive registrations for Institute
    - f) Create name tag for each registrant
    - g) Determine registrations per day and per special events (Board Dinner, Public Policy Luncheon)
    - h) Provide tickets for special events
    - i) Process on-site registrations
    - j) Prepare registration data base
    - k) Receive exhibitor applications and fees
    - l) Receive financial donations for Institute
    - m) Deposit registration fees, exhibitor fees, donations, silent auction proceeds, etc.
  - 3) Post-Institute functions
    - n) Pay Institute billings for hotel, printing, supplies, keynote speakers, etc.
    - o) Prepare Institute financial summary for KAECE and KHSA
    - p) Disburse KHSA's percentage of Institute profits
    - q) Send 1099 forms to keynote speakers
    - r) Prepare Institute budget for succeeding year
    - s) Collate Institute evaluations

## **II. JOB DESCRIPTIONS**

### **G. CHAPTER LIAISON**

1. Serve as liaison between the Board and all Chapters, maintaining contact with Chapter Presidents or representatives.
2. Attend Board Meetings and prepare a KAECE Board Report for presentation at each Board meeting.
3. Remind Chapter Presidents of their obligation to attend Board meetings or to send a Chapter representative if unable to attend.
4. Keep the KAECE Board updated on Local Chapter progress, concerns and strategies for assisting chapters.
5. Provide Chapter requirements to groups expressing interest in securing Chapter status.
6. Work to recruit new Chapters.
7. Arrange time for Chapter Presidents to meet at the annual Institute.
8. Attend the KAECE Institute and assist as needed.

### **H. CHAPTER PRESIDENTS (Including Student Chapters)**

1. Coordinate the efforts of their Chapters.
2. Work to increase membership and involvement in the organization.
3. Attend Board Meetings (or send a representative with voting privileges if unable to attend) for the purpose of bringing local activities, news and concerns to the Board.
4. Prepare a Chapter Report for presentation at each Board meeting.
5. Maintain contact with Chapter Liaison regarding KAECE involvement and support.
6. Report activities, news and concerns from KAECE, SECA and NAEYC to the members of the Local Chapter.
7. Notify Chapter Members of KAECE Awards, guidelines and application due dates.
8. Maintain the Chapter's By-Laws and provide a current electronic copy to the Chapter Liaison and Corresponding Secretary.
9. Attend the KAECE Institute and assist as needed.

### **I. CHFS DIVISION OF CHILD CARE LIAISON**

1. Serve as the Kentucky Cabinet for Health and Family Services, Division of Child Care representative to the KAECE Board.
2. Bring before the KAECE Board those issues and concerns that are of particular importance to Division of Child Care.

## **II. JOB DESCRIPTIONS**

### **J. CORRESPONDING SECRETARY**

1. Conduct general correspondence as directed by the President and the Board.
2. In the absence of the Recording Secretary, be responsible for keeping minutes of all meetings and forward copies to the Recording Secretary.
3. In cooperation with the Business Manger:
  - a. Send out all communications to the Board and membership.
  - b. Send the election ballot which shall be returned to the Vice President for Membership.
4. Create and maintain an email roster of the Board.
5. Review and revise the Policy Manual as directed by the Board.
6. Preserve KAECE historical records and materials.
7. Collect, organize and preserve all pertinent information from KAECE activities and publications.

### **K. HEAD START LIAISON**

1. Serve as Kentucky Head Start Association's representative to the KAECE Board.
2. Bring before the KAECE Board those issues and concerns that are of particular importance to Kentucky Head Start community.

### **L. HISTORIAN**

1. Position eliminated by vote at the Annual Meeting on October 3, 2009.
2. Duties now listed as numbers 6-7 for the Corresponding Secretary.

### **M. HOSPITALITY**

1. Position eliminated by vote at the Annual Meeting on October 3, 2009.

### **N. INSTITUTE CO-CHAIRS**

1. Coordinate and conduct the organization's Annual Institute.
2. Recruit members to conduct work associated with the Institute.
3. Collaborate with members of the Board as needed.
4. Manage Institute components, including:
  - a. Institute Program (including printing),
  - b. Save-The-Date mailing,
  - c. Hospitality and donations for bags,
  - d. Facilitators,
  - e. Exhibits,
  - f. Conference Registration with Division of Child Care,
  - g. Call for Proposals,

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- h. Trainers and Training Sessions,
  - i. Keynote Speakers,
  - j. Food and Beverage,
  - k. Special Events,
  - l. Registration,
  - m. Name Badges,
  - n. Ribbons,
  - o. Room Signs,
  - p. Institute Evaluation,
  - q. Publicity, and
  - r. Budget.
5. Provide the Board with a summary of Institute evaluations.
  6. Maintain documentation relating to the Institute to be given to subsequent Institute Co-Chairs.

### **O. KALEIDOSCOPE EDITOR**

1. Position eliminated by vote at the Annual Meeting on October 3, 2009.

### **P. KDE DIVISION OF EARLY CHILDHOOD DEVELOPMENT LIAISON**

1. Serve as the Kentucky Department of Education, Division of Early Childhood Development representative to the KAECE Board.
2. Bring before the KAECE Board those issues and concerns that are of particular importance to Division of Early Childhood Development.

### **Q. NAEYC REPRESENTATIVE**

1. Serve as Kentucky's representative to the NAEYC Affiliate Council.
  - a. Attend Affiliate Council Meetings,
  - b. Be available to serve on Affiliate Council committees and take on special assignments related to Council activities.
2. Bring before the NAEYC Affiliate Council those issues and concerns that are of particular importance to KAECE's Board and members.
3. Mentor the NAEYC Representative-Elect.
4. Gather information from NAEYC and SECA regarding Week of the Young Child including possible celebrations and sample press releases.
5. Disseminate information gathered to the Board and Chapter Presidents.
6. Oversee all aspects of Board approved Week of the Young Child activities.

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### **R. NAEYC REPRESENTATIVE-ELECT (One year term, prior to taking office as NAEYC Representative)**

1. Work with the NAEYC Representative to learn the job responsibilities and assure a smooth transition.

### **S. PUBLICATIONS EDITOR**

1. Gather and edit material for issues of the organization's newsletter.
2. Use means determined by the Board to distribute newsletters to members and other interested parties.

### **T. RECORDING SECRETARY**

1. Record the minutes of all Board meetings, the Annual Meeting, and any special meetings called by the Board.
2. Send a copy of the minutes of each Board meeting and Annual Meeting to the President for dissemination to the Board.
3. Maintain a file of all minutes of the organization.

### **U. SECA REPRESENTATIVE**

1. Serve as Kentucky's representative to the SECA Board.
2. Bring before the SECA Board those issues and concerns that are of particular importance to KAECE's Board and members.
3. Mentor the SECA Representative-Elect.

### **V. SECA REPRESENTATIVE-ELECT (One year term, prior to taking office As SECA Representative)**

1. Work with the SECA Representative to learn the job responsibilities and assure a smooth transition.

### **W. TREASURER**

1. Prepare the annual budget In cooperation with the Business Manager.
2. Have signature power, along with the Business Manager, on KAECE's accounts.
3. Maintain oversight of the regular financial reports prepared by the Business Manager.
4. Take responsibility of the day-to-day management of KAECE's financial affairs in the event of the Business Manager's incapacity or unavailability.

## **II. JOB DESCRIPTIONS**

### **X. VICE PRESIDENT FOR COMMUNICATIONS**

1. Maintain the KAECE website with links for NAEYC and SECA, e-mail, and Institute information.
2. Coordinate and support the efforts of the editors of KAECE publications and promotional materials.
3. Prepare an annual public relations for Board approval.
4. Be responsible for all publicity regarding KAECE.

### **Y. VICE PRESIDENT FOR MEMBERSHIP**

1. Work with the Chapter Liaison, Chapter Representatives and Student Representatives to coordinate efforts to increase membership and communication between the organization and its Chapters.
2. Obtain an accurate and up-to-date membership roster from the NAEYC website.
3. Submit to the Board a membership recruitment plan annually and conduct a membership drive at the annual Institute.
4. Provide membership applications and brochures for Chapter events and other training events as requested.
5. Consult the NAEYC website each month to determine new or renewed memberships in the preceding calendar month, and send a welcoming letter to all new and renewing members.
6. Contact all non-renewing members to encourage membership renewal if a list of non-renewing members is available from the NAEYC website.
7. Verify that all Board Members hold current memberships.
8. Chair the Nominating Committee to assure that:
  - a. A slate of nominees is prepared,
  - b. Job descriptions and Biographical Data sheets are sent to all nominees,
  - c. A ballot and absentee ballot are prepared,
  - d. Absentee ballots are sent to all members who make a request,
  - e. Election results are promptly tallied.
9. Develop a membership article for the KAECE newsletter.

### **Z. VICE PRESIDENT FOR PROGRAMS**

1. Serve as liaison with Institute Co-Chairs and the Awards Committee.
  - a. Provide transition and coordination between Institute Co-Chairs for successive years.
  - b. Manage and conserve resources (bags, badges, ribbons, etc.) to avoid duplication of purchases.
  - c. Keep in contact with Institute Co-Chairs to assure that Institute timelines and policy guidelines are met.

## **II. JOB DESCRIPTIONS**

2. Send written Institute invitations to the NAEYC President, SECA President, SECA State Presidents, Governor of the Commonwealth, Secretary of Cabinet for Health and Family Services, Education Cabinet, Director of Early Childhood Division, Director of the Child Care Division, Director of the Regulated Child Care Division, elected federal and state officials from the host city and county, and the Mayor of the host city.
3. Recruit members to complete duties as needed.

### **AA. VICE PRESIDENT FOR PUBLIC POLICY**

1. Inform the Board and Chapters of all proposed state and federal legislation applying to young children and families.
2. Work to promote state legislation that the Board supports as it relates to programs and policies for children birth to age 8 and their families.
3. Work to coordinate federal legislative efforts with NAEYC and SECA where appropriate.
4. Represent the organization (or send a designee) to institutes, conferences or workshops concerning legislative or public policy issues affecting children birth to age 8 and their families.
5. Prepare public policy resolutions for consideration by the Board and/or the membership at the Annual Meeting.
6. If funds permit, attend SECA Public Policy training.
7. Secure a speaker for Institute Public Policy Luncheon

### **BB. WAYS AND MEANS**

1. Oversee KAECE fund raising activities.
2. Order Board approved items to sell.
3. Maintain KAECE display boards.
4. Set up KAECE displays at early care and education functions.
5. Oversee the Institute Silent Auction and secure members to be stationed at the Silent Auction and KAECE exhibit.

### **CC. WEEK OF THE YOUNG CHILD**

1. Position eliminated by vote at the Annual Meeting on October 3, 2009.
2. Duties now listed as numbers 4-6 for the NAEYC Representative.