

OKAEYC MEMBER AT LARGE - STUDENT REPRESENTATIVE

Qualifications:

1. A current member of OKAEYC.
2. Has been actively engaged in early childhood education, child development, child care or a related field.
3. Currently enrolled in an associate, baccalaureate or graduate degree program in Family Life Education – Child Development, Early Childhood Education, or closely related field. The Student Member must maintain their registered and enrolled student status throughout their term unless they graduate.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board for a one-year term.
2. To promote the public image of OKAEYC and the early childhood profession and increase public awareness of the needs of young children.
3. To provide public relations services for the organization, especially targeting students enrolled in Family Life Education – Child Development, Early Childhood Education, or closely related field
4. To work with other Governing Board members to promote membership in NAEYC, SECA, and OKAEYC.
5. To work with other Governing Board members to provide students with the opportunity to purchase NAEYC, SECA, and OKAEYC publications and materials.
 - a. Oversight of social media to include: Updating/editing/posting information;
 - b. Assisting the Member-at-Large for Conferences by publishing a Call for Proposals and conference announcements; and
 - c. Assisting the Awards Committee Chairperson by sharing information about OKAEYC awards, request for nominations and award recipients.
6. Oversight of Week of the Young Child publicity to include:
 - a. Assisting interested individuals and organizations in planning events and activities to celebrate the Week of the Young Child;

Responsibilities:

General responsibilities of every Board member include: participating in the annual conference, promoting OKAEYC membership, maintaining and submitting yearly an in-kind donation log, becoming familiar with and utilizing the strategic plan, and performing duties as needed and directed by the President or the Board.

1. Attend all Governing board meetings to share information and recommend board action.
2. As feasible, develop a committee to assist in completion of responsibilities.
3. Submit a report, even when the report is “no report,” to the OKAEYC Business Manager at least one week prior to each Governing Board meeting.
4. Work with the Members-at-Large for Conferences to promote OKAEYC events and provide updated materials for distribution.
5. Increase public awareness of the needs of young children, professionalism, and OKAEYC through media campaigns and/or social media.
6. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
7. Assist the incoming Student Member by clarifying the duties and responsibilities of the office.

Pre-Conference Responsibilities:

1. Obtain information and conference materials from the conference chairperson three months before the conference.
2. In association with Members-at-Large for Public Relations, oversight of OKAEYC social media outlets to include:
 - a. Compiling, editing and posting biweekly posts to the social media outlets that support the mission of OKAEYC;
 - b. Adding any upcoming events to publicize on social media;
 - c. Collaborating with the board, committees, Business Manager, and chapters to post marketing material as needed;
 - d. Publicizing and marketing the annual conference;

Conference:

1. Assist with setup and staffing of OKAEYC display and sales booth .

Post-Conference:

1. Assist in compiling report for Governing Board of funds raised from the sale of all materials at conferences.