

OKAEYC PRESIDENT-ELECT

President-Elect Qualifications:

1. A current member of OKAEYC.
2. Has shown active leadership in OKAEYC activities.
3. Has been actively engaged in early childhood education, child development, childcare or a related field for at least 5 years.

President-Elect Principal Functions:

1. Serves on the Governing Board as President-Elect for a one year term immediately preceding a one year term as President.
2. To assist the President in the planning and implementation of activities to further the goals of OKAEYC.
3. To provide support to the Member at Large for Conferences.
4. To serve as co-chair of the Nominating Committee.

President-Elect 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 OKAEYC Executive Committee and Governing Board meetings.
2. Become familiar with OKAEYC, SECA and NAEYC policies, bylaws and programs.
3. Attend all meetings and participate as a member of the Finance Committee, and be familiar with the OKAEYC's fiscal policies and financial management.
4. Attend SECA and NAEYC conferences and leadership training, as time and funding allows. Identify members who are interested in serving on the Board.
5. Assist with preparation of the NAEYC Annual Report.
6. Serve as co-chair of the Nominating Committee (See Nominating Committee Job Description) - Identify members who are interested in serving on the Board
7. Upon becoming President-Elect, s/he signs document along with the now President.

8. Submit request for proposed budget items or adjustments for the next year to the Finance Committee.
9. Assist the incoming President-Elect by clarifying the duties and responsibilities of the office.
10. Attend all OKAEYC Executive Committee and Governing Board meetings.