

OKAEYC VICE PRESIDENT-CHAPTERS

Qualifications:

1. A current member of OKAEYC with experience as a member of a local chapter.
2. Has been actively engaged in early childhood education, child development, child care or a related field.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board as Vice President- Chapters for a two-year term beginning in an even-numbered year.
2. To build relationships and provide support to existing chapters and assist new chapters in their formation.
3. To recognize the achievements of chapters through OKAEYC board meetings, conferences, newsletters, and on the website.

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. Elected to serve as a member of the OKAEYC Governing Board as Vice President- Chapters for a two-year term beginning in an even-numbered year.
2. Develop a committee to assist in completion of responsibilities.
3. To build relationships and provide support to existing chapters and assist new chapters in their formation.
4. To recognize the achievements of chapters through OKAEYC board meetings, conferences, newsletters, and on the website.
5. Attend all Executive Committee and Governing board meetings and present concerns and recommendations for action.
6. Submit a written committee report, even when report is “no report,” to OKAEYC Business Manager at least one week prior to each Governing Board meeting.

7. Encourage the formation of chapters through verbal and written contact with interested individuals and provide them with the information located in Chapter Handbook.
8. Review documentation that a new chapter association has met the guidelines required to become an OKAEYC chapter.
9. Submit a recommendation for consideration by the OKAEYC Governing Board regarding the acceptance of a proposed chapter.
10. Update the Chapter Handbook and distribute additions and revisions to chapter leadership.
11. Review requests for special project funding from chapters, and make recommendations for approval to the board.
12. Consult with chapter leadership on their concerns, and provide assistance as needed.
13. Attend, or arrange for an OKAEYC representative to attend, chapter general meetings and special events as requested by chapter leadership.
14. Provide training, at least annually, for chapter leadership.
15. Encourage chapter leadership to promote their activities and events by submitting news and updates to the OKAEYC office.
16. Provide the Annual Chapter Report template to the chapters, and request return of completed report, including new officer contact information.
17. Serve as a member of the Nominating Committee, and recommend chapter officers for board positions.
18. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September.
19. Assist the incoming Vice President - Chapters by clarifying the duties and responsibilities of the office.
20. Request chapter budgets, budget requests and plan of action timeline for the following year be submitted to OKAEYC office by June 1.
21. Request chapter annual reports be submitted to OKAEYC office by December 31 of each year.