

OKAEYC MEMBER AT LARGE - CONFERENCES (even year election)

Qualifications:

1. A current member of OKAEYC.
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 for a two-year term beginning in an even-numbered year.
2. To form and lead a committee responsible for organizing the OKAEYC conference.
3. To form and oversee a Division for Development committee responsible for:
 - a. Organizing and conducting a silent auction at the OKAEYC Conference to raise funds for staff and curriculum development, parent education and involvement, and leadership development;
 - b. Organizing efforts to gather and donate items for the SECA Annual Conference silent auction, ensuring that the items arrive at the conference; and
 - c. Providing articles for media outreach to support fundraising efforts.

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 and present conference plans and progress, and report on activities and response to fundraising efforts.
2. 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.
3. Recommend keynote speakers, themes, logos, conference sites, committee chairs and budgets to the Governing Board for approval.
4. Ensure contracts for the facility and keynote speakers are signed by the President or Business Manager.
5. Work closely with conference committee in planning a timeline for completion of tasks outlined in the Conference Policies.

6. Assist Business Manager in preparing for registration with provision of space for sales, and silent auction space.
7. Arrange for award presentations in coordination with Awards Committee.
8. Submit a final conference report at the board meeting following the conference.
9. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
10. Assist the alternate/incoming Member-at-Large for Conferences by clarifying the duties and responsibilities of the office.