
Application for Governing Board Candidates

Greetings from WAEYC!

It's an exciting time to be involved! Early learning professionals and the field are facing difficult challenges as well as new opportunities. WAEYC is prioritizing and strengthening our services, making structural and staffing changes, and solidifying key alliances with our partners. Thank you for considering a leadership role! Whether through board service or in other ways, we appreciate—and we depend on—the involvement and willingness to serve from individuals like you. Thank you!

We hope you consider your nomination to be an opportunity and an honor. We also want to be candid about the expectations and level of commitment involved in board service. The WAEYC Governing Board is a working board, one that not only gives input and makes decisions, but also one that carries out or supervises fellow volunteers carrying out the work of/for the local chapters, state affiliate and the national association. We meet monthly by phone and meet once a year for a retreat to set direction and goals. WAEYC covers travel costs to that meeting. In between monthly board meetings there are sometimes committee and work team meetings. Most of our work is through email and phone calls—we share documents that we work on as a team.

Below are position descriptions for all board positions. The Governing Board policies and all position descriptions are attached to this email.

Timeline for nominations and elections:

Aug 10, 2018	Candidate Application Due
Aug. 12, 2018	Slate Presented to the Governing Board
Aug 13, 2018	Applicants Notified of Status
Aug 15-27 2018	Voting
Aug 28, 2018	Candidates Notified of Status
Sept 1, 2018	Newly Elected Board Members Assume Office

In addition, we are seeking potential candidates for positions that will be open in the Spring of 2019. If you are not ready to take on a position this year, or if you want to wait for the right position to be open for you in 2019, complete only the Declaration of Intent and Contact Information sections of the attached form so we can follow up with you when the nominations open next spring.

Please contact us if you have any questions.

- Michael Koetje, Past President, at mkoetje@pierce.ctc.edu or call 253-912-3671
- Lisa Neumann, Co-President, at lisa.neumann@email.edcc.edu or call 425-640-1250

We look forward to your response!

WAEYC Governing Board Candidate Application

Submit application, photo, resume and statement to WAEYC by email, fax or mail. If you have questions, please contact Michael Koetje, at mkoetje@pierce.ctc.edu

Address: WAEYC PO Box 11043
Tacoma 98411

Declaration of Intention

All positions are two-year terms that begin in October at the conference.

[2018] I am asking to be considered for the following in 2018:

- President-elect Member-at-Large East (2) Member-At-Large West (2)
 Vice President Treasurer

(in order to assure representation for all parts of the state, we are attempting to select two members-at-large from Eastern Washington and two from Western Washington.)

[2019] I am asking to be considered for the following in 2019: This is like an emerging leader position. You want to be involved in the profession. You are hesitant to take on the role of a Board Member but you want to check it out. This gives you a year of attending meetings, working with a mentor on the Board and learning the ropes.

- Member-At-Large

Name _____ Signature _____

Contact Information

Title/Position: _____

Employer: _____

Work Address: _____

Work City: _____ State: _____ Zip Code: _____

Work Telephone (_____) _____ Work Email: _____

Home Address: _____

Home City: _____ State: _____ Zip Code: _____

Home Telephone: (_____) _____ Home Email: _____

Candidate Statement, Photo and Resume

To ensure consideration, submit to WAEYC this application, your photo (electronic preferred), a short bio and a statement responding to the questions below. Please limit cumulative response to 500 words.

- Share what you are willing to do and contribute as a Governing Board member to help WAEYC make our vision a reality. (See WAEYC's mission and vision on following page.)
- WAEYC is committed to being a high-performing, inclusive organization continually informed by the wisdom of diversity. Describe how you would enhance the diversity of the Governing Board. Consider geographic location, age bracket, economic circumstances, language, ethnicity, gender, occupation, religious or spiritual beliefs and employment experiences.
- Address specific skills you would bring to WAEYC. Consider (1) your professional experiences, education, and expertise in areas that will advance the association's work (e.g. banking and investment, public relations, marketing, law, technology, etc.); (2) your leadership involvement and community connections at the local, state and/or national levels both in and outside the early learning field; and, (3) your contributions and record of service to AEYC.

WAEYC Vision:

Early childhood professionals are well-qualified, competent and highly compensated, and early childhood programs are of high quality. Systems that nurture and support high-quality are in place, and financial resources for professional development and program operations are available.

WAEYC Mission:

We provide services to members and advocate for policies that enable individuals and businesses to provide high-quality early learning experiences for young children.

Position Description: Governing Board Member: Member-At-Large

This description applies to all board positions as well as acts as the sole description for the Member-At-Large positions

1. Term of Office: Two Years
2. Purpose: To manage the corporate and business affairs of WAEYC
3. Responsibilities:
 - a. Serve as a voting member on the Governing Board.
 - b. Approve WAEYC's mission and review WAEYC's performance in achieving it.
 - c. Review customer service data and trends analysis report and consider changes to WAEYC's programs and services on an annual basis.
 - d. Review and approve WAEYC's budget annually, regularly monitor the budget, and carry out other fiduciary responsibilities.
 - e. Determine and evaluate policies, procedures and regulations that affect the business of WAEYC.
 - f. Serve on and participate in a Governing Board committee. Support WAEYC with financial or in-kind contributions.
 - g. Attend and participate in board, committee, and membership meetings, WAEYC's Annual Conference and other events.
 - h. Review agenda and supporting materials prior to board and committee meetings
 - i. Publicize and represent WAEYC.
 - j. Suggest to the Governing Board possible nominees who can make significant contributions to the work of the board and WAEYC.
 - k. Stay informed on current developments in the early childhood field.
 - l. Understand and adhere to applicable WAEYC policies and procedures.
 - m. Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
 - n. Orient successor.
4. Qualifications:
 - (a) Membership in WAEYC.
 - (b) Commitment to WAEYC and its values.
 - (c) Understanding of WAEYC's objectives, organization, and services.
 - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
 - (e) Ability to understand concepts and communicate effectively.

Position Description: President-Elect

1. Term of Office: One Year (Additionally serves two years as President and one year as Past President, for a total of four years)
2. Purpose: To develop strong knowledge of the organization and strengthen leadership skills in preparation for assuming the presidential role
3. Responsibilities:
 - (a) Prepare to assume the office of President.
 - (b) Serve on the WAEYC Executive Committee, Governing Board, and on other committees as assigned.
 - (c) Fill the office of President should the office become vacant, and subsequently fill the office of board President for the regular term as is entitled to the President-Elect.
 - (d) Assist the board President as necessary in the execution of his or her duties.
 - (e) Fill in for and/or act as chair in the absence of the President.
 - (f) Perform other duties as assigned by the board President.
 - (g) In conjunction with the Vice President, be responsible for initial and ongoing Board and Affiliate Council orientation, including developing Board and Affiliate Council handbooks and facilitating orientation.
 - (h) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
4. Qualifications:
 - (a) Membership in WAEYC.
 - (b) Commitment to WAEYC and its values.
 - (c) Understanding of WAEYC's objectives, organization, and services.
 - (d) Understanding of the relationship between and responsibilities of paid staff and volunteer.
 - (e) Knowledge of and experience in the early childhood community.
 - (f) Experience in effecting/influencing community change.
 - (g) Ability to understand concepts and communicate effectively.
 - (h) Proven ability to lead an organization.

Position Description: President

1. Term of Office: Two years (Additionally serves one year as President-Elect and one year as Past President, for a total of four years)
2. Purpose: As the senior volunteer of WAEYC, to preside at all meetings of the Governing Board, the Executive Committee, and other meetings as required; serve as an ex officio member of all WAEYC committees; oversee implementation of policies and ensure that appropriate administrative systems are established and maintained
3. Responsibilities:
 - (a)
 - (a) Serve on the WAEYC Executive Committee and Governing Board
 - (b) Provide leadership to the Governing Board.
 - (c) Chair meetings of the Governing Board, Executive Committee, and annual membership meeting after developing the agenda in collaboration with Exec. Committee.
 - (d) Appoint the chairs of committees, in consultation with other board members
 - (e) Serve as ex officio member of committees and task groups and periodically attend meetings.
 - (f) Monitor financial planning and financial reports.
 - (g) Ensure the occurrence of an informal evaluation of Governing Board members' effectiveness.
 - (h) Ensure that an annual evaluation of WAEYC occurs, related to how the organization has succeeded in achieving its mission.
 - (i) Perform other responsibilities as assigned by the Governing Board.
 - (j) In second year as President, orient the incoming President-Elect.
 - (k) Serve as the official representative of the organization.
 - (l) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
4. Qualifications:
 - (a) A member of WAEYC.
 - (b) Commitment to WAEYC and its values.
 - (c) Understanding of WAEYC's objectives, organization, and services.
 - (d) Knowledge of the early childhood community.
 - (e) Experience in effecting/influencing community change.
 - (f) Ability to understand concepts and communicate effectively.
 - (g) Proven ability to lead an organization.

Position Description: Past President

1. Term of Office: One Year (An automatic rotation after having served one year as President-Elect and two years as President, for a total of four years)
2. Purpose: To support the President in performing her or his duties and to support the continuity of the organization
3. Responsibilities:
 - (a) Orient the incoming President.
 - (b) Serve on the WAEYC Executive Committee and Governing Board.
 - (c) Work closely as consultant and advisor to the President.
 - (d) Act as a resource to the Governing Board and Affiliate Council.
 - (e) Be available to the President and board members who have questions about their roles and responsibilities.
 - (f) Fill in for and/or act as chair in the absence of the President.
 - (g) In conjunction with the Vice President, be responsible for initial and ongoing Board and Affiliate Council orientation, including developing Board and Affiliate Council handbooks and facilitating orientation.
 - (h) Assist with responsibilities in the event of board vacancies until the vacancy has been filled.
 - (i) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
 - (j) Perform other duties as assigned.
4. Qualifications:
 - (a) Membership in WAEYC.
 - (b) Commitment to WAEYC and its values.
 - (c) Understanding of WAEYC's objectives, organization, and services.
 - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
 - (e) Knowledge of and experience in the early childhood community.
 - (f) Experience in effecting/influencing community change.
 - (g) Ability to understand concepts and communicate effectively.
 - (h) Proven ability to lead an organization.

Position Description: Vice President

1. Term of Office: Two Years
2. Purpose: To serve as liaison to the Affiliate Council and to support the President in performing her or his duties
3. Responsibilities:
 - (a) Serve on the WAEYC Executive Committee and Governing Board.
 - (b) Attend Affiliate Council meetings, representing the Governing Board.
 - (c) Report Governing Board decisions and actions to the Affiliate Council and report Affiliate Council recommendations to the Governing Board.
 - (d) In conjunction with the Past President or President-Elect (as appropriate), be responsible for initial and ongoing Board and Affiliate Council orientation, including developing Board and Affiliate Council handbooks and facilitating orientation.
 - (e) Work closely as consultant and advisor to the President.
 - (f) Chair at least one major committee.
 - (g) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
 - (h) Orient successor.
4. Qualifications:
 - (a) Membership in WAEYC.
 - (b) Commitment to WAEYC and its values.
 - (c) Understanding of WAEYC's objectives, organization, and services.
 - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
 - (e) Knowledge of and experience in the early childhood community.
 - (f) Experience in effecting/influencing community change.
 - (g) Ability to understand concepts and communicate effectively.
 - (h) Proven ability to lead an organization

Position Description: Secretary

1. Term of Office: Two Years
2. Purpose: To assume responsibility for the preparation and custody of the corporate documents of WAEYC
3. Responsibilities:
 - (a) Serve on the WAEYC Executive Committee and Governing Board.
 - (b) Ensure that accurate minutes of all meetings of the Association including the annual meeting, Governing Board and Executive Committee are kept, with corrections and additions as noted.
 - (c) Ensure that proper notice for the Annual and Governing Board meetings is issued according to the timeline stated in the bylaws.
 - (d) Ensure that an official list of all Governing Board Members is maintained.
 - (e) Sign legal documents when so directed by the Governing Board and in accordance with the bylaws.
 - (f) File a corporate resolution with appointed banks, designating the authority to make deposits and withdrawals and indicating authorized signatures as approved by the Governing Board.
 - (g) Become familiar with the legal documents (articles of incorporation, bylaws, Policies and Procedures and IRS determination letter) to note applicability during meetings.
 - (h) Ensure that legal and other appropriate documents are updated and filed with appropriate parties as necessary.
 - (i) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
 - (j) Orient successor.
4. Qualifications:
 - (a) Membership in WAEYC.
 - (b) Commitment to WAEYC and its values.
 - (c) Understanding of WAEYC's objectives, organization, and services.
 - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
 - (e) Ability to understand concepts and communicate effectively.
 - (f) Familiarity with organizational minutes and records.

Position Description: Treasurer

1. Term of Office: Two Years
 2. Purpose: To serve as the chief fiscal officer of WAEYC and chair of the finance committee
 3. Responsibilities:
 - (a) Serve on the WAEYC Executive Committee and Governing Board.
 - (b) Work with the Finance committee and the bookkeeper to ensure sound accounting procedures and records for the receiving, receipting, recording, depositing, custody and disbursement of funds.
 - (c) Work with the Bookkeeper to ensure that appropriate financial reports are available to the board on a timely basis.
 - (d) Ensure Governing Board members are sufficiently informed in order to fulfill their fiduciary responsibilities.
 - (e) Manage, with the finance committee, the board's review and action related to the board's financial responsibilities.
 - (f) Assist in the preparation and presentation of a financially-sound annual budget to be approved by the Governing Board.
 - (g) Work with the auditor and bookkeeper to ensure that the annual audit is complete and the results presented to the board.
 - (h) Ensure the development and board review of financial policies and procedures.
 - (i) Ensure that WAEYC maintains tax-exempt status. (j) Sign financial forms as approved by the board.
 - (k) Work with the finance committee in monitoring and handling WAEYC's investments by ensuring diversification of deposits and investments, safety of principal, liquidity and a competitive rate of return.
 - (l) Present annual financial review, including insurance policies, to Executive Committee and Governing Board.
 - (m) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
 - (n) Orient successor.
 4. Qualifications:
 - (a) Membership in WAEYC.
 - (b) Commitment to WAEYC and its values.
 - (c) Understanding of WAEYC's objectives, organization, and services.
 - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers
 - (e) Knowledge of and experience in financial accounting for non-profit organizations.
 - (f) Ability to understand concepts and communicate effectively.
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Position Description: Membership Chair

1. Term of Office: Two Years
 2. Purpose: To serve as the chief membership officer of WAEYC and chair of the membership committee
 3. Responsibilities:
 - (a) Serve on the WAEYC Executive Governing Board.
 - (b) Work with the Executive Board and Program Coordinator to engage members in Chapter and WAEYC membership activities.
 - (c) Develop and lead membership committee, comprised of members for Chapters and others to facilitate membership drives.
 - (d) Participate in NAEYC membership Webinars.
 - (e) Report membership committee activities.
 - (f) Demonstrate commitment to advancing WAEYC's and NAEYC's resolve to be a high performing, inclusive organization.
 4. Qualifications:
 - (a) Membership in WAEYC.
 - (b) Commitment to WAEYC's mission, vision and values.
 - (c) Understanding of WAEYC's objectives, organization, and services.
 - (d) Understanding of the relationship between and responsibilities of paid staff and volunteers.
 - (e) Knowledge of and experience of non-profit organizations.
 - (f) Ability to understand concepts and communicate effectively.
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