



Minnesota Association for the  
Education of Young Children

## Purpose of Board Meetings

Board meetings are for the single task of getting the Board’s job done. The Board is the sole authority over its own agenda. Any board members – with a majority agreeing – can add or delete business from the agenda. Material related to agenda will be given to Board members with adequate lead-time for preparation.

Board members are obligated to prepare for meetings and to participate productively in discussion.

## Board Member Job Descriptions and Committee Descriptions

### AT-LARGE BOARD MEMBER JOB DESCRIPTION

#### RESPONSIBILITIES:

Members individually have three fundamental fiduciary duties: a duty of care, a duty of loyalty, and a duty of obedience.

1. The duty of care means that the board member actively participates, attends board meetings, is educated on the industry, provides strategic direction, and oversees management.
  2. The duty of loyalty requires the board member to operate in the interest of MnAeyc and not to use the position to further personal agenda.
  3. The duty of obedience requires the board to know the state and federal laws and regulations that apply. This includes the regulations and guidance issued by the IRS. Obedience to governing documents requires a deep understanding of the operating documents (by-laws, rules, board manuals) and a clear understanding of the difference between the terms “may” and “must” contained in those documents. Finally, obedience requires that the board not act outside the scope of the organization’s legal documents.
- Quarterly review and approve the organization’s funding plans and financial goals
  - Annually review and approve the budget
  - Approve major policies
  - Serve on at least one committee (Business Development, Policy & Advocacy, Annual Conference & Professional Development, Equity, Membership, and/or Executive)
  - Sign Non-Disclosure Agreement at the beginning of a board member’s term

#### ORGANIZATION:

- Elect, monitor, appraise, stimulate, support, reward, and if deemed necessary or desirable, change top management.
- Be assured the management succession is properly planned
- Be assured that the organizational strength can substantiate long-range goals
- Propose a slate of prospective Board members to current members and fill vacancies as needed
- Determine eligibility for, and appoint members to Board committees in response to the recommendations of the Executive Committee
- Annually review the performance of the Board (including its composition, organization, and responsibilities) and take steps to improve its performance
- Stay up-to-date on statewide ECE systems, national NAEYC initiatives and news, and Board reports

#### OPERATIONS:

- Review results achieved and compare with the organization's mission and annual and long-range strategic plan goals
- Be certain that the financial structure of the organization will adequately support its current needs and long – range strategy
- Provide candid and constructive criticism, advice, and comments
- Approve major actions of the organization such as capital expenditures on all projects over authorized limits and major changes to programs and services.
- Approve Co-Presidents' appointed Committee Chairs
- Approve Co-Presidents' appointed Principal Officers, when no ballot spot is filled
- Approve Co-Presidents' appointed Treasurer and Member-at-Large positions

#### TERM:

- Board member terms shall be staggered so that one-half or one-third of the Board are elected every one or two years for terms of two to four years. The Board can profit from the experience of veteran Board members while welcoming the fresh perspective that new members offer.

## **CO-PRESIDENTS**

TERM OF OFFICE: 2 years

### KEY RESPONSIBILITIES:

- Lead the Board and the board committees to carry out governance functions
- Ensure the organization's activities are compliant and in furtherance of its mission
- Conduct Annual Review of Executive Director
- Chair meetings of the Board after developing the agenda with the Board Officers, Committee Chairs, and Executive Director
- Prepare quarterly reports with Executive Director to be distributed 1 week prior to quarterly Board meetings
- Serve as the chief volunteer of the organization
- Champion the organization and advocate for its mission to internal and external stakeholders
- Partner with the Executive Director to help ensure the Board's directives, policies, and resolutions are carried out
- Appoint chairpersons of committees and attend their meetings when applicable
- Appoint Treasurer position considering recommendations from the Executive Committee
- Lead Board in annual performance review of the organization in achieving its mission
- Work with the Business Development Committee and staff in cultivating fund development, soliciting major foundation grants, individual gifts, and new business opportunities
- Attend NAEYC conferences when applicable
- Perform other responsibilities as assigned by the Board
- Co-Presidents will start terms annually overlapping, so the first year of one will be the second year of the other.

### QUALIFICATIONS:

- A member of MnAEYC
- A commitment to organization, and services, and the responsibilities and relationship of volunteers
- Knowledge of and influence in the early childhood community
- Proven ability to lead
- A commitment to fostering a high performing, inclusive, diverse organization
- Understand fiduciary responsibility and competence in financial literacy
- Ability to multitask and delegate appropriately
- Organization skills

## **CO-PRESIDENT-ELECT**

TERM OF OFFICE: 1 year

### **KEY RESPONSIBILITIES:**

- Prepare to assume the office of Co-President
- Fill the office of Co-President should that office become vacant, and subsequently fill the office of Board Co-President for regular term as is entitled to the Co-President-Elect
- Assist the Co-President in the execution of his or her duties
- Conduct Exit Interviews within 1 month of a Board Member willingly exiting the Board, either through term completion or resignation
- Monitor Diversity and Equity Commitments in Strategic Planning
- Communicate with Committee Chairs and Executive Committee
- Serve on the Organizational Advancement Committee
- Present diversity and equity reports at each Board meeting and of his or her activities since the previous meeting
- Facilitate Board Meetings in case of the Co-President's absence
- Facilitate onboarding training for new Members-At-Large prior to 1st Board Meeting (In year 2)
  - Board History
  - Board Manual and Bylaws
  - Committee Work
  - Strategic Plan
  - Robert's Rules of Order
  - Conference Call Platform
- Attend NAEYC conferences when applicable
- Perform any other duties as assigned by the Board

### **QUALIFICATIONS**

- A member of MnAEYC
- A commitment to organization, and services, and the responsibilities and relationship of volunteers
- Knowledge of and influence in the early childhood community
- A commitment to establishing relationships with funders, NAEYC leaders, partner organizations, and other ECE leaders
- A commitment to learn about state systems impacting ECE and policy
- A commitment to fostering a high-performing, inclusive, diverse organization
- Understand fiduciary responsibility and willingness to learn financial literacy
- Ability to multitask and delegate appropriately

## **SECRETARY**

TERM OF OFFICE: 2 years

### **KEY RESPONSIBILITIES:**

- Collects and disperses agenda and related documents a week prior to quarterly meetings to the Board
- Takes minutes at Quarterly meetings including action commitments of Board members and follow-up items
- Document attendance, motions, 2nd motions, and voting outcomes
- Knowledge of Robert's Rules of Order
- Distributes minutes within 1 week of Board Meeting
- Works with Board members with the purpose to build and sustain awareness of the goals, messages, and image of the organization
- Convey a sense of community by building a following based on valuation content and mutual sharing
- Be sufficiently familiar with legal documents (articles of incorporation, bylaws, IRS status, etc.) to note applicability during meetings and other Board activities
- Help maintain up-to-date and organized MnAEYC Google Doc's files and folders

### **QUALIFICATIONS**

- A member of MnAEYC
- A commitment to organization, and services, and the responsibilities and relationship of volunteers
- Organized with good communication and writing skills
- Understanding of Robert's Rules of Order
- Operate in a timely and efficient manner
- A commitment to fostering a high performing, inclusive, diverse organization
- Understand fiduciary responsibilities

## **TREASURER**

TERM OF OFFICE: 2 years

### **KEY RESPONSIBILITIES:**

- Serve as financial officer of the organization, manage the Board's review of and action related to Board's financial reports
- Ensure quarterly financial reports are made available to the Board
- Work with the Executive Director to prepare the annual budget and present the budget to the Board for approval
- Review the annual audit and answer Board members' questions about the audit
- Ensures development and Board review of financial policies and procedures
- Ensure that the organization maintains tax exempt status
- Sign financial forms and instruments as necessary
- Ensure adequate diversification of deposits and investments
- Ensure the safety of principle, safety, liquidity and a competitive rate of return on investment
- Understand the financial accounting of nonprofit organizations

### **QUALIFICATIONS**

- A member of MnAEYC
- A commitment to the organization, its services, and the responsibilities and relationship of volunteers
- Experience with budgets, finance, and/or accounting
- Knowledge of fiduciary responsibilities

## **COMMITTEE CHAIRS**

### **KEY RESPONSIBILITIES:**

- Attend all committee meetings, designate replacement to lead in absence
- Call and preside over meetings of the committee
- Set the agenda for committee meetings and disperse 1 week prior to meeting time
- Record decisions and recommendations made by the committee
- Deliver Committee report 1 week prior to quarterly Board meetings
- Invite Board Co-President to attend meetings
- Ensure that Committee volunteers sign MnAEYC's non-disclosure agreement annually
- Work with Board Co-President to recommend who should serve on committee
- Delegate responsibilities to other committee members and encourage their full participation
- Ensure members have the information needed to do their work
- Evaluate the work of the committee and consult with the Board Co-Presidents on goals that align with the organization's strategic plan
- Engage in the Organization's diversity and equity goals through committee work
- Engage and recruit MnAEYC members outside of the Board to participate in committee work
- Keep Committee Google Docs files and folders up-to-date and organized
- Outline yearly objectives and goals for committee utilizing MnAEYC's Strategic Plan

### **QUALIFICATIONS**

- A member of MnAEYC
- A commitment to the organization, its services, and the responsibilities and relationship of volunteers
- Knowledge of and influence in the early childhood community
- A commitment to learn about state systems impacting ECE and policy
- A commitment to fostering a high performing, inclusive, diverse organization
- Understand fiduciary responsibility
- Ability to multitask and delegate appropriately
- Organized

## **EXECUTIVE COMMITTEE**

### **KEY RESPONSIBILITIES:**

- Participate in supervision and evaluation of the Co-Presidents and Executive Director
- Approve and/or help lead long-range strategic planning
- Quarterly review of financial status and progress towards goals
- Leadership succession and transition planning
- Determine necessary Board trainings and utilize funding and resources available to implement training
- Board Development:
  - Assess the Board's current composition and identify needs
  - Develop job descriptions and recruitment plans
  - Identify and cultivate prospective Board members
  - Develop a slate of nominees
  - Recruit candidates who are willing to serve
  - Oversee the election of Board members
  - Initiate periodic assessment of Board's performance
- Establish procedures for maximum utilization of Board member potential, including:
  - Yearly evaluation of Board members according to job description
  - Evaluation of Board functions
  - Review each Board member's activity

### **BUSINESS DEVELOPMENT COMMITTEE KEY RESPONSIBILITIES:**

- Work with staff on annual fundraising and development plan
  - Building relationships with businesses, organizations, and philanthropy
  - Annual Giving Campaign (November/December)
  - Grant fund development
  - Secure sponsorships of MnAEYC events (January/February)
  - Board storytelling, elevator speech, and promoting MnAEYC
  - Work with the Executive Director to identify and review new business ideas

## **MEMBERSHIP NURTURING COMMITTEE**

- Work with staff on annual membership recruitment and engagement plan
  - Review membership data and initiatives such as monthly emails to new members welcoming and monthly emails to members up for a renewal
  - Plan and lead membership engagement initiatives, such as informal networking events, tabling at conferences
  - Plan and lead recruitment efforts such as group membership
  - Plan for annual meeting of members
  - Review ED/staff development of Annual Report
- Understand and implement the Board's Diversity and Equity goals



## **POLICY & ADVOCACY COMMITTEE**

### KEY RESPONSIBILITIES:

- Stay informed and engage in public policy activities (legislative, regulatory), including coalition efforts, at the state level and through NAEYC at the federal level
- Support MnAEYC's electoral and federal advocacy efforts
- Provide technical assistance and training on advocacy and public policy at affiliate meetings
- Maintain regular communication/liaison with the Board
- January-June: Grassroots organizing and legislative and administrative outreach during Minnesota's legislative session
- July-September: Work with MnAEYC staff and Board to develop, review, and release the policy agenda for the upcoming year
- October-December: support policy training at annual conference, work with staff to support legislator meetings, legislative and administrative outreach

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### KEY RESPONSIBILITIES:

#### December- January - February

- Develop an annual plan for how MnAEYC supports Accreditation
- Help advertise WLI & Annual Conference through your own networks
- Annual Conference Wrap Up Meeting

#### March-April-May

- Initial planning of Summer Leadership Institute (SLI)
- Open registration of SLI
- Start planning WLI & AC

#### June-July-August

- Planning final details of SLI in July
- Wrap up meeting from SLI
- Continue planning WLI & AC
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#### September-October-November

- Recruit speakers for Winter Leadership Institute (WLI) and Annual Conference (AC) in February
- Open registration for WLI & AC
- Help advertise the event through your own networks

### On-Going Monthly Events:

Leadership Networking Events

Accreditation Labs

