



Chair Positions

Job Descriptions

Questions? Contact the Nomination Chair, Mayra Marquez
at: nominations@familychildcare.org or call 407-452-2967

- **Advisory** is responsible for specific tasks assigned by the President, Executive Committee, or Full Board. Members of this committee are restricted to past Executive Board/Committee members who choose to remain actively involved and serve voluntarily.
- **Awards** prepares and processes all nomination forms for all the leadership, parent choice, and sponsor awards given out at the annual conference, orders and proofs plaques, sets up the Hall of Fame display board, and submits announcement of the winner's article to the Newsletter Editor.
- **By-Laws** reviews and updates all by-laws, policies, procedures, and standing rules based on voted changes recorded in meeting minutes. Informs members at meetings, if they are not being interpreted or followed correctly.
- **CEU** prepares, collects, and processes all paperwork and payment for CEU applications for the state trainings and conference.
- **Chaplain** attends all meetings and gives a short motivational meditation at the beginning of meetings.
- **Chapter Development** serves as mentors to new and existing chapters and works closely with the Chapter Coordinator
- **Credential Scholarship** is responsible for receiving and processing applications, sends denial or award notification to all credential scholarship applicants, submits separate and different quarterly reports to the Newsletter Editor, Executive Director, and Executive Committee.

- **Finance** provides guidance to the Treasurer and helps to develop the annual budget and develop sound fiscal policy guidelines.
- **Fundraising** works closely with the Fundraising Officer at meetings and conference
- **Historian** documents the past and present activities/events of FFCCHA and places them in a Memory Book for display at meetings and conference.
- **Hospitality/Sunshine** greets all members at meetings and is responsible for first-time visitor gift and introducing guests at the Full Board meeting. Sends greeting cards on behalf of FFCCHA to Full Board members and Chairs or those specified by the Executive Committee or Full Board.
- **Latino Development** helps to welcome and recruit Latino members and works closely with the Latino Liaison.
- **Membership Development** calls and welcomes new members, researches and solicits resource benefits for members and works closely with Membership Officer.
- **M.E.N.T.O.R. Program** receives, qualifies, and notifies all applicants for Mentor 1, 2, or 3 training, sets up training and instructors at pre-conference, orders training materials, submits quarterly reports at all meetings and for all newsletters.
- **Newsletter Editor** proofs and edits reports, articles, and forms collected from officers and chairs. Then formats them into the quarterly FFCCHA newsletter, *The Grapevine*; sends to the printer, proofs printers copy, and submits to webmaster for posting. Submits report for quarterly Full Board meetings.
- **Nomination** actively seeks out and recruits appropriate members to apply for open Executive Committee or Chair positions, receives Executive Committee and Chair applications, reviews applications and makes recommendations to the Executive Committee. Submits quarterly reports to the Newsletter Editor and the Executive Committee. If 2 or more applicants qualify for the same position, then must develop a ballot and arrange for a third party to open and count all ballots.
- **On-line Info Groups** moderates the yahoo information and resource stations, Facebook, and other FFCCHA online information groups.

- **Parliamentarian** attends all meetings and helps members follow Robert's Rules of Order during meetings and gives tips to members on how to conduct meetings.
- **Spanish Translations** will translate for articles for *The Grapevine* quarterly, for other FFCCHA forms, handouts, and publications as needed or requested and work closely with the Latino Liaison.

In addition to their specific duties, Committee Chairpersons are required to:

1. Attend all quarterly: Full Board Meetings and annual: Leadership Summit, Conference, and General Meeting.
2. Submit Committee Reports to the President three (3) weeks prior to Full Board and General Meetings.
3. Submit reports, forms, or articles to the Newsletter Editor by the quarterly deadlines, if required for their position.
4. Respond promptly to all email correspondence and phone communication.
5. Come prepared and arrive on time to all meetings.
6. Work independently and work together with committees as a TEAM.

Note: You do not submit applications to be a *member* of any of the Standing Committees above, Conference Team or an Ad Hoc (temporary, short term) committee. Persons interested in serving as *members* of a committee should directly contact the committee Chair or the Conference Coordinator.