



Full Board Executive Committee Job Descriptions

Questions? Contact the Nomination Chair, Karan Hiester
educate71@hotmail.com or call 386-957-4482

➤ **President** *(elected in odd numbered year, starting 2015)*

The President is responsible for the administration and performance of the goals and objectives of the Association. It is the duty of the President to preside at meetings, to appoint necessary committees, write necessary articles or letters, to submit President's Message to the newsletter, and to devote such time as necessary to promote the interests of this Association. The President is to use his/her experience and creativity in leadership so all members will benefit. Reporting to the President are the: Executive Director, Advisory Committee Chair, Financial Assistant and the Parliamentarian.

➤ **Vice President** *(elected in odd numbered year)*

The Vice President is responsible for assisting the President in all capacities as needed. Ready to accept any duties pertaining to the office, offer support and strength to the President at all times and preside over all meetings at which the President is absent. The Vice President oversees and serves on the following committees: By-laws (including policies, procedures, & standing rules) and Nominations.

➤ **Secretary** *(elected in even numbered year)*

The secretary is responsible for taking attendance and minutes at all General, Executive Committee and Full Board meetings, and any others as needed. The secretary keeps an official copy of all association records, including email votes, writes and sends correspondence as directed by the Executive Committee, logs and files incoming and outgoing correspondence, routing copies to the appropriate officers and/or members. The secretary serves on and oversees the Chaplain, Hospitality and Historian committees.

➤ **Treasurer** *(elected in even numbered year)*

The Treasurer is responsible for maintaining all bank accounts and financial transactions of the Association. The treasurer shall have custody of all association funds; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements by their due dates or in a timely manner and in accordance with the approved budget, as authorized by the Full Board and the Executive Committee. At least three signatures will be on file at the bank with one signature required on all association checks. He/she reports to the IRS and the State of Florida all required financial information. The treasurer serves on and oversees the following committee: Finance and ad-hoc committees: Budget and Audit.

➤ **Membership** *(elected in even numbered year)*

The Membership Officer is responsible for: collecting, maintaining, and completing all records of membership dues paid to FFCCHA, Inc. and dues for NAFCC; give an updated report with copies at each Full Board meeting and General Meeting; keeping Membership applications on file indefinitely; recording, writing and keeping the dates of receipt and dates of deposit of dues on file; submitting mailing list for *The Grapevine* and conference brochure; submitting members who join NAFCC. He/she also works on membership development which includes membership drives, benefits, awards and parent memberships.

➤ **Professional Development Coordinator** *(elected in even numbered year)*

The Professional Development Officer is responsible for: developing, planning and coordinating all lodging, quarterly training, and the annual Leadership Summit for the Association and for instructor-trainers; overseeing the actual administrative activities including but not limited to: coordinating and organizing all on-site arrangements for all classes; organizing and coordinating the application process for training applicants; recording and processing any and all fees received; organizing and maintaining all training materials; and submitting all documents for the quarterly meeting and DCF contract reports. This officer serves on and oversees the following committees: CEU, MENTOR and Credential Scholarship.

➤ **Fundraising** *(elected in odd numbered year)*

The Fundraising Officer is responsible to develop, plan, organize and implement all fundraising activities for the Association. He/she is responsible for recording and processing any and all fees received; organizing and maintaining all fundraising materials; promoting all fundraisers at quarterly meetings, conference, and in the newsletter. This officer will serve on and oversee the Fundraising Committee.

➤ **Public Relations** *(elected in even numbered year)*

The Public Relations Officer is responsible for: communicating with the public regarding child care issues as well as Association business; writing press releases regarding upcoming events and newsworthy items to the news media; distributing all FFCCHA brochures and flyers; maintains and sets up FFCCHA display boards; working closely with the President to use the news media (newspaper, television and radio) and the Information Station/Resource yahoo groups to communicate about leadership and child care issues relating to family child care. The Public Relations Officer serves on and oversees the following committee: Newsletter Editor.

➤ **Chapter Coordinator** *(elected in even numbered year)*

The Chapter Coordinator is the liaison on the Executive Committee on behalf of the Chapter Representatives of the local chapter associations. The Coordinator is responsible for sending all correspondence and information to the Chapter Representatives; assisting and certifying that associations seeking chapter association status have complied with all requirements, and that the necessary information is forwarded to the Internal Revenue Service (IRS) and Florida Department of Revenue (FDR) by the date required; and submitting reports to the newsletter. This officer leads the

quarterly Chapter Rep meetings and oversees chapter development by conducting technical assistance, training, or new chapter orientation as needed.

➤ **Latino Liaison** *(elected in odd numbered year)*

The Latino Liaison is the representative for the Latino Council (Concilio Latino) meetings and responsible for all correspondence and information sent to the Latino providers and community (including input for the continuous development of the Spanish version of the FFCCHA website). This officer assists the Professional Development Officer in organizing trainings for the Latino providers, assists as a translator and organizes the annual caucus at the state conference. He/she is also responsible for recruiting regional Latino delegates to join the Latino Council and serving on the Translation Committee.

➤ **Legislative Liaison** *(elected in odd numbered year)*

The Legislative Liaison: keeps the board and members informed about new or proposed laws and rules that affect family child care providers; responds or corresponds with legislators with our support or concerns; coordinates FFCCHA's participation in the annual Children's Week events at the Capitol; submits articles for the newsletter and secures legislators to attend our conference luncheon.

➤ **Area Representative Coordinator** *(elected in odd numbered year)*

The Area Representative Coordinator is the liaison on the Executive Committee on behalf of the Area Representatives. The Coordinator is responsible for sending all correspondence and information to the representatives. He/she is also responsible for leading the quarterly Area Rep meetings, training the Area Reps, conducting orientation for new reps; submitting reports for the newsletter and oversees vacant areas until they are filled.

In addition to their position duties, Executive Committee members are required to:

1. Attend all quarterly: Executive Committee Meetings, Full Board Meetings, and annual: Executive Committee Development weekend, Leadership Summit, Conference, and General Meeting.
2. Submit Officer Reports to the Secretary and 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 and all board members as a TEAM.