

## ***“No one can do everything but EVERYONE can do something!”***

If you are a family child care provider and **have a passion for your profession** and are interested in promoting our mission, please submit an Executive Committee, Area Rep, or Chair application.

**Apply by Jan. 10, 2020 for the following EC positions for 2 year term to begin on July 1, 2020:**

- **Public Relations** The Public Relations Officer is responsible for communicating with the public regarding child care issues as well as Association business. Includes sending out PR material requests.
- **Secretary** The secretary is responsible for taking attendance and minutes at all general, executive and full board meetings, and any others as needed. This officer: keeps an official copy of all association records, including email votes, writes and sends correspondence as directed by the Executive Board, 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** The Treasurer is responsible for maintaining all bank accounts and financial transactions of the Association. He/She will write checks for invoices and requests received. The treasurer serves on and oversees the following committee: Finance and ad-hoc committees: Budget and Audit.
- **Membership** The Membership Officer is responsible for: collecting, maintaining, and completing all records of membership dues paid to FFCCHA, Inc. and dues for NAFCC; submitting mailing list for *The Grapevine* and conference brochure; submitting members who join NAFCC; works on membership development which includes membership drives, benefits, awards and parent memberships.
- **Professional Development Coordinator** 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.
- **Chapter Coordinator** 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. This officer leads the quarterly Chapter Rep meetings and oversees chapter development by conducting technical assistance, training, or new chapter orientation as needed.