

KAECE JOB DESCRIPTIONS

Revised 2023

PRESIDENT (2-year term ELECTED POSITION)

1. Preside at all Board and Association Business meetings.
2. Appoint chairpersons for all committees.
3. Serve as an ex-officio member of all committees except the Nominating Committee.
4. Ensure the Chapter Liaison supports Chapters to carry out the purposes of the organization.
5. Schedule four Board meetings each year (or more if needed).
6. Notify Board members if meetings will be in person or web-based.
7. Provide orientation for new Board members prior to their first board meeting.
8. Review goals for the organization with Board members and develop strategies to implement plans for a 3-5 year period to achieve those goals.
9. Serve as a representative of the organization (or designate a member via Secretary) at meetings and conferences of related groups and organizations as needed.
10. Appoint individuals to fill vacancies on the Board with Board recommendations.
11. Appoint a representative with voting privileges to SECA position, if the elected representative or Rep-elect are unable to attend.
12. Conduct installation of new officers.
13. Ensure all legal and financial documents are submitted to pertinent officials and the SECA administrative website in compliance with federal and state laws and the SECA charter.
14. Prepare meeting reminder and draft agenda for Secretary at least three weeks prior to Board meetings.
15. Assure that the By-Laws and Policy Manual are kept up-to-date and the long-range plan is maintained.
16. Attend, as funds permit, the SECA conference or send representative if President is unable to attend.
17. Act as Second signature on all financial transactions while ensuring there is Board approval on all transactions.
18. Ensure the physical location of the President will act as the KAECE office and legal address of the KAECE Board.
19. Attend annual in-person KAECE Board Meeting.

VICE PRESIDENT (2-year term ELECTED POSITION)

1. Chair Board Meetings in the absence of the President.
2. Assume the duties of the President in the event the President resigns or is unable to serve.
3. Assist the President with establishing and maintaining long-term goals for KAECE.
4. Assist the President as representative of the organization at meetings and conferences of related groups and organizations as needed.

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5. Examine, coordinate and implement ways of increasing diversity in the organization's activities and membership.
6. Coordinate with SECA Rep, Chapter Liaison, Student Representative Liaison and Webmaster regarding material for KAECE's website and social media.
7. Serve as a member of the Nominating Committee.
8. In the absence of the Secretary when not chairing board meetings due to absence of the President, be responsible for keeping minutes of all meetings and forward copies to the Secretary.
9. Be granted signature power along with President on KAECE's financial matters.

SECRETARY (2-year term ELECTED POSITION)

1. Contact President three weeks prior to a Board meeting for a preliminary agenda.
 - a. Send out the Draft agenda and Board report template to the Board members to weeks prior to a Board meeting.
2. Add any items as noted in reports returned by the Board.
3. Record the minutes of all meetings called by the Board.
4. Distribute a copy of the minutes of a Board meeting to all Board members within two weeks after each meeting.
5. Maintain all minutes of the organization in electronic format on the SECA administrative website.
6. Conduct general correspondence as directed by the President and the Board.
7. Create and maintain the Board roster List-serve and list for web page.
8. Review and revise the Policy Manual, By-Laws, and Job Descriptions as directed by the Board.
9. Collect and preserve all KAECE historical records and materials in hardcopy and electronic format, including documentation from KAECE activities and publications.

TREASURER(2-year term ELECTED POSITION)

1. Prepare required financial reports in coordination with the President.
2. Be responsible for the day-to-day management of KAECE's financial affairs.
3. Communicate/coordinate with the Board and Chapters regarding fundraising activities and other revenue generating opportunities.
4. Present financial documents to Business Manager for IRS purposes. Be sure that payments are made to Liability Insurance Company and to Secretary of State to maintain our 501©3 status.
5. Ensure KAECE liability insurance is current and provide certificate of insurance to chapters for their programs and events.
6. Collaborate with President in preparing annual budget.

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SECA REPRESENTATIVE (3-YEAR TERM ELECTED POSITION)

(duties approved by SECA Board July 2016)

1. Read and become familiar with the SECA Vision, Mission, History, By-Laws, and Policies.
2. Keep current on the financial status of the State Affiliate and SECA organization.
3. Serve as Liaison to the SECA office and SECA Board of Directors by transmitting information including:
 - a. Current State Affiliate and Local rosters, financial and membership status (increase and retention information) challenges and successes
 - b. Specific requests for assistance from SEA such as initiatives to increase membership and how to deal with State Affiliate challenges.
 - c. Keep apprised of State Affiliate Board meeting calendars, conference information, copies of State Affiliate newsletters and meeting minutes.
 - d. Provide a report on SECA at the State Affiliate Board meetings or a personal report to the State Affiliate President.
4. Forward SECA news to the appropriate State Board member for dissemination.
5. Ensure State Affiliate news is provided to the SECA office for dissemination as appropriate
6. Coordinate activities at KAECE events which could include:
 - a. Order and receive SECA promotional materials to sell or display
 - b. Notify SECA office of product inventory to be shipped for sale.
 - c. Manage the SECA display and sale of merchandise at events.
 - d. Be visible at events by requesting introduction as the State Affiliate Representative on the SECA Board of Directors.
 - e. Present a session to explain the Vision, Mission and benefits of SECA and gather input from members and potential members of how SECA can best serve them.
7. Maintain contact and visibility with State Affiliate's local chapters:
 - a. Generate membership by connecting personally as SECA Rep via social media—emails with information and/or a message in the State Affiliate newsletter.
 - b. Visit as many local chapter activities as possible during his/her term in office
 - c. Activities should be planned and documented at least on a quarterly basis.
8. Serve as a member of a SECA commission as appointed by the SECA President.
9. Attend preconference meeting of the SECA Board of Directors and remain visible and accessible to participants at the annual SECA conference. A schedule of required attendance events will be provided by the Executive Director prior to conference. *This is a week-long commitment.*

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SECA-REP- ELECT (1-year Elected Position)

1. Work closely with SECA Rep to prepare to step into the SECA Rep position after one year of service.
2. Remain available and prepared to step in wherever SECA Rep is unable to perform duties.

VICE PRESIDENT FOR MEMBERSHIP (2-year term ELECTED POSITION)

1. Coordinate efforts with the Chapter Liaison, Chapter Presidents, and Student Representatives to increase membership.
2. Obtain an accurate member roster from the SECA administrative office.
3. Send a welcome letter to new members and a welcome back letter to renewing members monthly.
4. Contact members who have not renewed as a reminder that their membership has lapsed.
5. Submit to the Board an annual membership recruitment plan in coordination with VP of Programs and Student Representatives and Chapters
6. Verify that all Board members hold current memberships.
7. Chair the Nominating Committee to ensure that:
 - a. A slate of nominees is prepared.
 - b. Job descriptions and Biographical Data sheets are sent to all nominees.
 - c. Candidate information is made available for website prior to voting.
 - d. A ballot is prepared.
 - e. Candidate information is made available via social media.
 - f. Election results are promptly tallied and announced via social media and
8. Co-chair the Annual KAECE Conference with the VP of Programs

VICE PRESIDENT OF PROGRAMS (2-year term ELECTED POSITION)

1. Coordinate with the President, Board, and SECA Representative to advocate and carry out the KAECE and SECA mission and vision.
2. Provide opportunities for leadership and professional development through multiple venues.
3. Co-Chair Annual KAECE Conference with the VP of Membership.
4. Maintain documentation relating to any KAECE Conference/Trainings.
5. Send event invitations to pertinent elected officials to participate in an event.

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6. Work with the KAECE Secretary and Board to recruit volunteers for successful program implementation. Programs could include legislative events, advocacy efforts,.
7. Coordinate with Communications Chair and SECA Representative to distribute legislation applying to young children and families or any training opportunities for the early care and education field.

AWARDS CHAIR

1. Disseminate descriptions, criteria and nomination forms for KAECE and SECA awards in coordination with the SECA Representative.
2. Notify and remind Board members and Chapter Presidents to nominate deserving individuals.
3. Oversee applications, timelines, and recommendations for the organization's Awards:
 - a. KAECE Leader/Advocate Award
 - b. KAECE Provider Award
 - c. KAAECE Student Award
 - d. SECA Awards
4. Recruit committee members to review all nomination materials submitted according to established criteria and participate in the selection of winners
5. Notify winners and ensure awards are mailed and received.
6. Provide announcement of KAAECE and SECA Award recipients for KAECE and SECA social media and publications.
7. Secure gift items for award recipients.

CHAPTER LIAISON

1. Serve as liaison between the Board and all Chapters, maintaining contact with Chapter Presidents or Representatives.
2. Attend Board meetings and prepare a KAECE Board report for presentation.
3. Update the KAECE Board on local Chapter progress, concerns and strategies for assistance.
4. Provide Chapter requirements to groups interested in securing Chapter status.
5. Work to recruit new Chapters and assist Chapters to reorganize.
6. Coordinate with webmaster, Vice President and SECA Rep regarding material for KAECE's social media and website.
7. Collect and submit Chapter Financial Report to Board for payment monthly
8. Maintain Membership Rosters from all chapters.

CHAPTER PRESIDENT

1. Coordinate the efforts of their Chapters to promote the KAECE mission and values.
2. Work to increase membership and involvement in the Chapter and organization.

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3. Prepare a Chapter report for Chapter Liaison to present at each KAECE Board Meeting.
4. Maintain contact with Chapter Liaison regarding needs for KAECE support.
5. Report activities, news, and concerns from KAECE and SECA to the local chapters.
6. Notify Chapter members of KAECE and SECA awards, guidelines, and application due dates.
7. Report Chapter activities and news to Webmaster through Chapter Liaison to post on KAECE's social media and websites.
8. Maintain the Chapter's by-laws and provide a current electronic copy to Chapter Liaison and KAECE Secretary.
9. Submit a quarterly financial report to KAECE Treasurer.

COMMUNICATIONS CHAIR

1. Coordinate with Vice-President, SECA Rep and Chapter Liaison and webmaster regarding material for KAECE's social media and website.
2. Distribute pertinent information from KAECE and SECA in a timely fashion.
3. Post on a monthly basis a variety of information (e.g., useful educational links, teaching strategies, legislation) for members.
4. Coordinate with webmaster regarding website postings.

HISTORIAN

1. Collect and preserve all KAECE historical records and materials in hardcopy and electronic format, including documentation from KAECE activities and publications.

STUDENT ADVOCATES

1. Serve as liaison between Board and Student Groups via Student Advocates Liaison.
2. Work to increase student membership and involvement in the organization.
3. Maintain contact with the Student Advocates Liaison regarding the need for KAECE involvement and assistance.
4. Prepare a Student Advocates report to present at Board Meetings.
5. Coordinate with Student Advocates Liaison to organize a state-wide service project or event to support children, families, and quality childcare education.
6. Attend KAECE Board Meetings.
7. Must be a member. First year membership waived if serving as a Student Advocate.

STUDENT ADVOCATES LIAISON

1. Serve as liaison between Student Advocates and the Board.
2. Attend Board meetings and prepare a report to present to the Board.
3. Assist Student Advocates in arranging a time to meet virtually or in person.
4. Update KAECE Board on progress, concerns and strategies for assistance.

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WEBMASTER

1. Create, Design and post materials for Conference, website and social media.
2. Attend meetings when needed.
3. Attend Annual conference to assist with digital presentations.
4. Maintain KAECE website with accurate, current and user-friendly information.