

COMMUNICATIONS CHAIR
Executive Board
New York State Association for the Education of Young Children
Job Description

POSITION: Communications Chair

DIVISION: Executive Board

ORGANIZATION: New York State Association for the Education of Young Children

TERM: 2-Years

OBJECTIVE:

Oversight of the regular and appropriate communication with the members and the public and any other communications duties assigned by the Governing Board.

SPECIFIC RESPONSIBILITIES:

- Explore and recommend publication projects to the Governing Board
- Oversee the creation and provide editorial leadership for NYSAEYC's website.
- Review forms of member and public communication for appropriateness and completeness.
- Review and update communications policies and procedures, and recommend changes to the Governing Board.
- Attends all State Board meetings and submits a written and oral report at each State Board meeting.
- Registers for Annual NYSAEYC State Conference for general support, networking and to offer assistance to Affiliates.
- Serves as a liaison between NYSAEYC and community, promoting membership and clarifying NYSAEYC and the group's purpose and activities.
- Orients the incoming officer to the duties of the position upon retirement from office. Passes on the documents of that office and provides additional support as necessary.

ORGANIZATION STRUCTURE:

Communications Board Chair reports directly to the President and Executive Director.

WORKING CONDITIONS:

Work is primarily performed through email and conference calls. Attendance at the Annual Conference, Fall Retreat and State Board meetings will require traveling to a destination within the state. Maintain active membership in NAEYC and NYSAEYC.

COMMITTEE COMPOSITION:

A minimum of three (3) members shall serve on the Communications Committee.

QUALIFICATIONS:

Self-starter and ability to take initiative.

Ability to work independently, but also as a team.

Ability to promote the mission, vision, and values of NYSAEYC.