

VICE-PRESIDENT
Executive Committee
New York State Association for the Education of Young Children
Job Description

POSITION: Vice-President

DIVISION: Executive Committee

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

TERM: 2-Years

OBJECTIVE:

To assist the President in carrying out NYSAEYC management and policy-making.

SPECIFIC RESPONSIBILITIES:

- Support and facilitate the functions of the local Affiliates;
- Assist in the formation of new Affiliates (as needed);
- Act as liaison between local affiliates and the Executive Committee;
- Act as parliamentarian at Executive Committee, Executive Board and Governing Board meetings;
- Assume the presidency in the event of a vacancy (in the years when there is no President Elect);
- Preside at all NYSAEYC meetings in the President's absence.
- Attends all State Board meetings.
- 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:

Vice-President is an elected position.
Member of the Executive Committee.

WORKING CONDITIONS:

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:

The Executive Committee is comprised of the President, President-Elect (when this position is occupied). Past President (when this position is occupied) Vice-President, Secretary and Treasurer.

QUALIFICATIONS:

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