

Vice President

The Iowa Association for the Education of Young Children (Iowa AEYC) is a non-profit association that promotes high-quality early learning for each and every child, birth through age 8, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children. Iowa AEYC is a membership organization from the early care and education workforce. As the Iowa affiliate of the National Association for the Education of Young Children (NAEYC), our members represent our state's early learning workforce. We support efforts to improve teaching and learning, promote leadership and professional development in the field, support accreditation and quality in early childhood education programs, and to build public awareness through advocacy and outreach.

TERM OF OFFICE:

Elected by the membership for a term of two (2) years and may succeed self in office once, for a total of two (2) terms or four (4) years

PURPOSE:

- To promote democratic leadership
- To serve as a resource and convenor to the Professional Engagement Groups
- To provide the Governing Board Members assigned to Professional Engagement Groups guidance and support
- To make a long-term commitment to plan, build understanding, develop policy and take action to sustain organizational transformation
- To ensure timelines and processes are followed for the evaluation of the Executive Director

REQUIREMENTS:

- Shall be a member of Iowa AEYC
- Shall have one (1) years previous Iowa AEYC Board experience
- Shall abide by the Bylaws of the Association
- Shall abide by NAEYC's code of ethical conduct
- Shall continually strive to demonstrate Iowa AEYC's organizational values
- Shall have the ability to maintain relationships with members, Iowa AEYC staff and Board

DUTIES AND RESPONSIBILITIES:

- Will attend all Governing Board meetings in compliance with the Iowa AEYC Governing Board attendance policies and be willing to verbally report on details of activities and issues pertaining to the position that have occurred since the last board meeting
- Will serve as a Member of the Executive Committee
- Should the President not be able to fulfill their duties, the Vice President will assume those responsibilities for the remainder of the President's term
- Will conduct the annual performance review of the Executive Director
- Will provide support to the Professional Engagement Groups in conjunction with Iowa AEYC

- Will facilitate quarterly planning meetings with Professional Engagement Groups, in addition to Governing Board meetings
- Will be acquainted with duties of the officers and the operation of the Association
- Will serve as Chair of the Governing Board meeting in the President's absence, in years with no President-Elect/Past President
- Will perform other duties as assigned commensurate with the role assigned to the Vice President
- Will promote Iowa AEYC and NAEYC whenever possible
- Will maintain professional contacts in the early childhood field and the state at large
- Will keep updated succession plan, along with any information or agendas from meetings, events and/or trainings that you feel is helpful for the onboarding of this position

FUNDRAISING:

- Iowa AEYC Board Members are expected to consider Iowa AEYC a philanthropic priority and to share and promote fundraising campaigns. Iowa AEYC seeks to have a 100 percent giving Board. Board Member's annual giving plan is determined by each individual and can be made through a variety of options.

TRAVEL EXPENSE/REIMBURSEMENT:

- Mileage
 - Board Members will be reimbursed for mileage to/from meetings at the State of Iowa's current rate.
- Hotel
 - Driving fewer than 120 miles one way? One-day meetings there will be no hotel allowance. Two-day meetings allow one night of lodging. Reimbursements are based on the lowest rate available for a single occupant room.
 - Driving more than 120 miles one way? One-day meetings allow for one night of lodging the night before the board meeting. Two-day meetings allow for two nights of lodging, the night before and the day in between the board meeting. Reimbursements are based on the lowest rate available for a single occupant room.