



Southern Arizona Association for the Education of Young Children

An Affiliate of **naeyc**[®]

Constitution and Bylaws

of the

The Southern Association for the Education of Young Children

I. Name

The name of this organization shall be the Southern Arizona Association for the Education of Young Children, (SAZAEYC).

II. Purposes

The purposes of the SAZAEYC, (hereafter "Association") shall be educational and charitable and, include but not be limited to serving and acting on behalf of the needs, rights, and well-being of all young children in Southern Arizona and their families, with special emphasis on developmental and educational services and resources and fostering the growth and development of the membership in their work with, and on behalf of, young children.

III. Membership

1. **Eligibility.** Anyone interested in promoting the purposes of this Association may become a member upon payment of annual dues. Membership dues are determined and collected by the National Association for the Education of Young Children (NAEYC). Members then choose SAZAEYC as their local affiliate.
2. **Levels of Membership.** All members of the SAZAEYC are also members of NAEYC, and are entitled to the rights and privileges of membership consistent with the membership categories of NAEYC. In addition, there are two state affiliates, SAZAEYC and AzAEYC. Members in either affiliate, receive member benefits and discounts that are secured by either affiliate to all state members.
3. **Classes of Members.** The classes of members shall be Premium Membership, Standard Membership, Entry Level Membership and Family Membership.
4. **Annual Meeting; Quorum; Voting.**
 - a. The annual meeting of the members of the Association shall be held during the annual meeting of the Association at such place as the Board may determine.
 - b. The membership shall be informed by email of the date and place of the meeting no later than four (4) weeks prior to the meeting. A quorum of members shall be necessary to transact business at the annual meeting. A quorum shall equal twenty-five (25%) of the total number of voting members. The quorum can be reached by either attending and/or with their electronic/mail-in vote.

IV. Governing Body

1. **Name.** The principal governing body of the Association shall be called the Board of Directors ("Board").

2. Powers and Duties. The Board shall supervise, control, and direct the affairs of the Association, shall determine its policies or changes therein within the limits of the bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such committees or agents as it may consider necessary.
3. Composition.
 - a. The Executive Board shall consist of a President, President-Elect and/or Past President, Vice President of Communication, Vice President of Services, Vice President of Public Policy and Advocacy, Vice President of Nominations and Awards, Vice President of Membership, Secretary and Treasurer elected by the membership of the Association. The Association Manager and/or Association Executive Director will attend executive board meetings unless otherwise requested by the Executive Board. The size of the Executive Board is subject to change at its discretion; however, the number shall not be less than eight (8) nor more than fourteen (14).
 - b. The Governing Board shall be the Executive Board, the affiliate representative, 2 student representatives and up to 8 additional Board Members-at-Large elected by the membership of the Association. The Governing Board shall not be less than fourteen (14) nor more than twenty-four (24). The Association Manager and/or Association Executive Director will attend governing board meetings.
 - c. According to the Memorandum of Understanding (MOU) adopted by both the SAZAEYC and AzAEYC Boards, each affiliate will appoint one voting member to the reciprocal board of the other.
 - d. When a SAZAEYC member is also an elected member of the NAEYC board, the member will hold one seat on the SAZAEYC Governing Board for the length of their office.
 - e. No person shall serve on the Board unless that person is a member of the Association.
 - f. Except for the initial year, officers and board members shall be elected on a rotational basis to take office on the first of January of each year of their election for their term as designated in these bylaws or until their successors are elected and qualified, unless she or he is earlier removed or resigns.
 - g. No officer shall serve more than two consecutive terms in the same position except when the first term is by appointment to fill an unexpired term created by a vacancy in office.
4. Resignation or Removal.
 - a. An officer or board member may resign at any time. The resignation shall be made in writing and shall take effect at the time specified therein. The acceptance of a resignation shall not be necessary to make it effective.
 - b. An officer or board member may be removed, with or without cause, by emailed/mailed ballot in which members representing twenty-five percent (25%) of the total number of members (based on membership figures as of the end of the immediately preceding membership year) or at any regular or special session of the voting members, in which a quorum is present; voting either in person, or by proxy, or as otherwise permitted by law. No officer or board member shall be removed at a meeting of members entitled to vote, unless written notice of such meeting is delivered to all members entitled to vote, and the notice explains that the purpose of the meeting is to vote upon removal of one or more board members who are named in the notice.
5. Board Vacancies.

- a. Vacancies on the Board shall be filled by the Board. Each person chosen to fill a vacancy on the Board shall hold office until the next annual election of board members, or, if so determined by the Board, until the expiration of the term of the vacant position.

V. Governing Board Meetings.

1. There shall be at least eight (8) meetings of the Board during the membership year. Special meetings of the Board may be called by written or electronic request of the President or at least five (5) board members.
2. Notice of any meeting of the Board shall be deemed to be duly given to a board member if emailed to the board member at least seven (7) days before the day on which such meeting is to be held, or is provided by telephone or other means of electronic communication, not later than four (4) days before the day on which such meeting is to be held. Each such notice shall state the time and place of the meeting and the general purpose of the meeting.
3. Quorum and Voting.
 - a. A simple majority of the Board shall constitute a quorum for the transaction of business.
 - b. Any action required of the Board may be taken without a meeting, if proper notice of the proposed action is given in writing or electronic communication to all board members and thereafter a consent in writing approving the action by a quorum of board members entitled to vote on the subject is received electronically or by mail.

VI. Executive Board.

The Executive Board shall be charged with carrying out the functions of the Governing Board between meetings of the Governing Board, and the actions of the Executive Board shall be acts of the Governing Board. The Executive Board shall consist of the principal officers of the Association and the Association Manager and/or Executive Director, if any. The Executive Board shall meet at the call of the President or, at the written request of three (3) members of the Executive Board, in the interim between meetings of the Governing Board to consider and take action upon any business presented. Minutes of each meeting of the Executive Board, including the Treasurer's report, shall be made to the Governing Board as soon as practical after any meeting. A majority of the Executive Board shall constitute a quorum. A vote of the Executive Board at which a quorum is present shall be required for action by the Executive Board.

VII. Officers

1. Executive Officers. The executive officers of the SAZAEYC shall be: President, President-Elect, Past President, Vice President of Communications, Vice President of Services, Vice President of Public Policy and Advocacy, Vice President of Membership, Vice President of Nominations and Awards, Secretary and Treasurer.
2. Election of Executive Officers: Term of Office. All Governing Board members are elected by the members to serve a two year term with the exception of the President. The President-Elect shall serve one (1) year in that office, two (2) years as President, and one (1) year as Past President. The terms of the Vice President of Communication, Vice President of Services, Vice President of Public Policy and Awareness, Vice President of Nominations and Awards, Vice President of Membership, Secretary, and Treasurer shall be two (2) years or until the officer's successor has been elected and qualified.
3. Election of Members-at-Large and Student Representatives: Terms of Office. The members-at-large and the student representatives of the Association shall be elected by the members for a two year term

The terms of the Members-at-Large shall be two (2) years or until the officer's successor has been elected and qualified and two (2) years for the student representative.

4. Duties. The duties of the officers shall be such as are usually performed by these offices. Specific qualifications and duties are defined in the SAZAEYC Job Descriptions.

VIII. Nominations and Elections

1. Nominating Committee: The Vice President of Nominations and Awards creates a committee of three to five members, one of whom is a current member-at-large, and up to three of whom may be non-board members.
2. Nominating Committee Duties:
 - a. The Nominating Committee shall request suggestions for nominations from the membership no later than twelve (12) weeks prior to the date that the slate is presented for voting annually.
 - b. The Nominating Committee shall present the slate of nominations to the Governing Board no later than four (4) weeks prior to the date that the slate is presented for voting annually
 - c. The Governing Board shall notify the membership of the composition of the slate no later than two (2) weeks prior to the date that elections shall be conducted.
3. Candidates by Petition. Nomination of additional candidates may be made by members representing not less than ten percent (10%) of the total SAZAEYC members (based on figures for the immediately preceding year), or by a majority vote of the membership at a meeting called for the purpose of voting.
4. Elections
 - a. Elections shall be conducted by the first week in November in accordance with Association bylaws and policies. Election results shall be published in the first issue of the Association newsletter following the completion of the election.
 - b. Elections shall be determined by a majority of the members voting.

IX. Committees.

Each Vice-President serves as a committee chair and in conjunction with the President and Governing Board members establishes a working committee of three to five members, one whom is a current member-at-large, and up to three of whom may be non-board members. The President, with the approval of the Board, shall appoint as many standing and/or special committees as are determined necessary to fulfill the purpose of the Association. The powers, duties, and qualifications for appointment to such committees are specified in the SAZAEYC Policies and Procedures manual.

X. Fiscal Year.

The fiscal year shall be from July through June or such other 12-consecutive-month period as the Board may designate.

XI. Parliamentary Authority.

The most current edition of Robert's Rules of Order shall be the parliamentary authority of the Association.

XII. Indemnification.

The Association shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Association) by reasons of the fact that he or she is or was director, officer, employee, or agent of the Association, or who is or was serving at the request of the Association as the director, officer, or employee. The individual shall be

indemnified against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit, or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Association. With respect to any criminal action or proceeding, the individual had no reasonable cause to believe his or her conduct was unlawful.

XIII. Amendments.

These bylaws may be amended, repealed, or altered, in whole or in part (1) by a majority vote at the annual meeting of the Association; provided that a copy of any amendment proposal for consideration shall be announced to the membership at least thirty (30) days prior to the date of the meeting; or (2) by approval of the members through an electronic/mail vote.

XIV. Dissolution.

SAZAEYC may be dissolved at a membership meeting called for the specific purpose by a majority vote of the Board. Upon dissolution of the Association, any remaining funds shall be distributed to one or more nonprofit organizations classified by the Internal Revenue Service as tax exempt under Section 501(c)(3) of the Internal Revenue Code.

Revised Date: July 2018

Memberships Vote of Approval: September 12, 2018

Updated: November 2022

Governing Board Preamble

Affiliate group governing boards are working boards. While it is an honor to be asked to serve, “serve” is a keyword. Board members are asked to plan their personal calendar to be able to attend all board meetings, programs, membership meetings and respond to requests in a timely manner.

Board members’ minimum qualifications:

- be members of NAEYC and SAZAEYC and agree to fulfill the board position description,
- have a commitment to NAEYC and SAZAEYC and its values,
- have an understanding of NAEYC and SAZAEYC objectives, organization and services,
- have an understanding of the responsibilities and relationship of paid and volunteer staff,
- have a working knowledge of early childhood education,
- have previous experience serving on an affiliate committee or have served a leadership role in another organization,
- Contributes annual funds to the Brenda Loomis Scholarship Fund and Contributes through dues and fundraising to the SAZAEYC General Fund

Board members’ responsibilities include but are not limited to:

- participate in annual review of the organization’s budget and policies,
- attend annual governing board retreat to maintain the organization’s strategic plan, mission and goals,
- promote membership and clarify SAZAEYC’s purposes and activities in the community,
- participate in annual review of board positions,
- upon transition from office, orient the incoming officer to the duties of the position and provide

additional support as necessary

- chair or serve on at least one committee throughout the year
- participate in the planning and execution of the annual brunch and conference, including but not limited to attendance of the event, reading planning notes and reports, and assisting with one or more tasks outlined by the event chairpersons
- adhere to NAEYC's Code of Ethical Conduct
- Increase SAZAEYC's presence as a professional organization in the region and state
- Attend all Board Meetings activities and events and prepare for meetings by reading the agenda and board reports.
- ensure that SAZAEYC has sufficient volunteers to serve on committees and events.
- Ability to access electronic files on a regular basis (ex: Google docs) for SAZAEYC files
- Works to solicit sponsorship/ funding/ resource for both brunch and conference.
- Provides ideas and content to the Communication VP for social media strategy.
- Notifies Executive Director or Board President if not attending meetings or events

Vice-president's responsibilities include but are not limited to:

- Chairing or co-chairing the committee associated with the position
- Ensures that an annual review of any event outcomes, policies and procedures associated with the vice-presidency or committee is completed, updated and written each year
- Recruits volunteers for committee and events and provides acknowledgement and incentives as needed for volunteers
- Orients in-coming Vice-President to procedures and policies related to committee
- Attends Executive Board meetings to prepare for Board of Directors meetings

SAZAEYC Board Descriptions

Past President

Term Limit: Not to exceed two years

Position Description: Mentors the new President and acts as liaison with president and/or Executive Director with local, state, and national organizations

Preferred Qualifications, Skills and Abilities:

- Has served a two year term as President
- Has scheduling flexibility to attend Board meetings and organizational events

Key Responsibilities and Tasks:

- Advises the President as necessary
- Serves as a resource for the board
- Assists the President in planning the board retreat
- Assists the Board President in the execution of his or her duties
- Performs any other duties and may sit on any committees as assigned by the President
- Communicates regularly with the President, President-Elect, Executive Director, and Association Manager
- Resides over board meetings if the President and/or the President-Elect cannot or at the request of the President
- Attends and participates in state and local affiliate chapter meetings and events.
- Serves as a liaison between the local affiliate board and the National Governing Board.
- Supports the President with communication between National and the local affiliate chapter and reports

- after each Governing Board Meeting, as appropriate including Affiliate Leadership Webinar.
- When SAZAEYC is a grantee the Past President serves as liaison with those charged with implementing the grant and the governing board
- Co-chairs the annual conference with Vice President of Services, President-elect, or volunteer community member.
- Plans board dinner with Executive Director and or President elect to honor outgoing board members and welcome new board members
- Attends Executive Board meetings to prepare for Board of Directors meetings

President Elect

Term Limit: 1 Year (voted into office every other year)

General Job Description: Supports the President in his/her duties; mentors with the President to prepare to take over the position for the following year; co-chairs Conference Committee with Vice President of Services

Preferred Qualifications, Skills and Abilities:

- Has served one year in an executive office
- Has strong communication and leadership skills
- Has scheduling flexibility to attend Board meetings and organizational events

Key Responsibilities and Tasks:

- Co-chairs the annual conference with Vice President of Services, Past President, or volunteer community member.
- Prepares to assume the office of President and mentors with the President
- Fills the office of Board President should that office become vacant, and subsequently will fill the office of Board President for a regular term as is entitled to President-Elect
- Assists the Board President in the execution of his or her duties (see Job Description for President)
- Performs any other duties and sits on any committees as assigned by the Board President
- Communicates regularly with the President, Past President, Executive Director, and Association Manager
- Resides over board meeting if the President is unable to and/or at the request of the President
- Plans the annual board dinner with Executive Director and or President elect to honor outgoing board members and welcome new board members
- Supports the President with communication between National and the local affiliate chapter and reports after each Governing Board Meeting, as appropriate including Affiliate Leadership Webinar.
- Attends Executive Board meetings to prepare for Board of Directors meetings

President

Term Limit: 2 years

General Job Description: Oversees the Board of Directors, prepares and leads board meetings, collaborates with the Association Manager/ Executive Director, with the board oversees those hired through grants or special projects, and is a spokesperson in the community for SAZAEYC. Acts as liaison with Past President/ President elect with local, state, and national organizations.

Requirements of Office:

- Has served one year in as President Elect

Key Responsibilities and Tasks:

- Serves as Chair and Head of the organization

- Is a partner with the Association Manager AND Executive Director in achieving the organization's mission
- Provides leadership to the Board of Directors, who set policy and to whom the Association Manager/ Executive Director is accountable
- Chairs meetings of the Board after developing the agenda with board officers and the Association Manager/ Executive Director
- Checks in regularly with VP's
- Arranges an annual retreat to develop a strategic plan
- Mentors President Elect
- Serves ex officio as a member of committees and attends their meetings as necessary
- Discusses issues and unresolved concerns presented to the organization with the President Elect, Past President, Executive Director, and Association Manager, and brings to the Board of Directors
- Helps guide and mediate board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports with Treasurer and Executive Committee
- Serves on finance committee
- Supports fund-raising activities
- Formally evaluates the performance of the Association Manager and Executive Director according to the personnel policies with appointed board members and informally evaluates the effectiveness of the board members
- Annually evaluates the performance of the organization in achieving its mission and reports to board
- Regularly surveys board on effectiveness of board meetings
- Is sufficiently familiar with legal documents (articles of incorporation, bylaws, IRS determination letter, etc)
- Performs other responsibilities as assigned by the board
- With Executive Board prepares agendas and materials for meetings to be distributed by the Association Manager/ Executive Director 5 days prior to meetings
- Collaborates with AzAEYC and maintains the Memorandum of Understanding between SAZAEYC and AzAEYC
- Maintains communication between National and the local affiliate chapter and reports after each Governing Board Meeting, as appropriate including Affiliate Leadership Webinar.
- Attends Executive Board meetings to prepare for Board of Directors meetings

Secretary

Term Limit: 2 years

Position Description: Records and distributes the minutes of all board meetings. Coordinates other correspondence from the organization. Maintains historical records and archive.

Preferred Qualifications, Skills and Abilities:

- Has strong oral and written communication skills
- Served on Board
- Has knowledge of and skills to implement "Robert's Rules of Order"
- Access to and familiarity with electronic media.

Key Responsibilities and Tasks:

- Prepares and provides written minutes to board members for both executive and governing board meetings within no more than 2 weeks of said meeting.
- Keeps a record of approved minutes.
- Keeps track of absences from meetings in order to document for the "board attendance policy" and

reports attendance to president and board

- Is the parliamentarian at all board meetings using “Robert’s Rules of Order.”
- Distributes board correspondence on behalf of the organization.
- Documents each year of the organization, collecting photos and artifacts, as well as writes a yearly history in December for the previous year and adds to the history file maintained in the SAZAEYC office.
- Provides a replacement when unable to attend meetings.
- Creates a quarterly newsletter.
- Update a running online calendar and board roster
- Serves on the communications committee
- Helps create a timeline of events for Board with Executive Director and President
- Attends Executive Board meetings to prepare for Board of Directors meetings

Treasurer

Term Limit: 2 years

General Job Description: Plans and develops the annual budget with the help of the board. Reviews monthly financial reports. Collects all incoming funds and makes prompt payment of bills. Heads the finance committee and reports all financial news to the board of directors.

Preferred Qualifications, Skills and Abilities:

- Experience maintaining financial records
- Knowledge of organizational budgeting and financial planning, including diversification, setting financial goals, and reconciling accounts

Key Responsibilities and Tasks:

- Serves as financial officer of the organization and as chair of the finance committee.
- Manages, with the finance committee, the board’s review of and action related to the board’s financial responsibilities, including all grant activity.
- Ensures that appropriate monthly financial reports are made available to the board at monthly meetings.
- With the finance committee, prepares the annual budget and presents the budget to the board for approval.
- With the finance committee, develops and annually reviews the financial policies and procedures.
- Monitors the receipt of all money due to and held by the organization.
- Pays bills of organization
- Keeps signature requirements updated with the bank.
- Maintains a relationship and keeps records with the bookkeeper and CPA for SAZAEYC.
- Ensures that all funds are properly deposited in the organization's designated bank accounts.
- With the Association Manager, President, and Executive Director, ensures that the organization maintains its tax-exempt status.
- Signs financial forms and instruments as necessary.
- With finance committee recommendation and board approval, ensures adequate diversification of deposits and investments.
- Ensures the safety of principal, liquidity and competitive rate of return on investments.
- Works on and monitors all grants to ensure financial feasibility and accountability.
- Facilitates finding CPA and Bookkeeper.
- Ensures annual financial review for affiliate annual report
- Attends Executive Board meetings to prepare for Board of Directors meetings

Vice President of Membership

Term Limit: 2 Years

General Job Description: Oversees membership of the affiliate by maintaining membership enrollment records; recruits new members; and plans and organizes membership events and professional development events including the annual membership meeting.

Preferred Qualifications, Skills and Abilities:

- Has served on Board previously
- Has skills in recruitment and outreach
- Has experience with event planning

Key Responsibilities and Tasks:

- Chairs membership committee
- Recruits volunteers for committee work and events
- With membership committee, sets recruitment goal for each year
- Works with Student Representatives to increase student enrollment
- Plans and organizes membership events, including the annual membership meeting.
- Promotes NAEYC membership at SAZAEYC events
- Creates and updates promotional materials for prospective members including local and national information and member benefits
- Ensures that membership materials are available with SAZAEYC board member(s), as appropriate, at local community agencies, organizations, and schools
- Increases presence as a professional representative of SAZAEYC within the community.
- Plans and organizes community events including social and networking events (ex. happy hours) and Week of the Young Child celebrations
- Collaborates with VP of Services to ensure benefits and/or discounts for members to PD and other events when appropriate
- Collaborates with the VP of Services to provide professional development opportunities that meet the needs of members
- Plans and organizes membership room and membership table in exhibitor hall at the annual conference
- Attends Executive Board meetings to prepare for Board of Directors meetings

Vice President of Services

Term Limit: 2 Years

Position Description: Establishes a timeline of events for seminars, workshops, and conferences SAZAEYC with the President and Vice-President of Membership and designates a co-chair or chair for each event.

Preferred Qualifications, Skills and Abilities:

- Has served on Board previously
- Has event planning skills
- Ability to recruit volunteers

Key Responsibilities and Tasks:

- Chairs the services committee
- Recruits community volunteers to serve on subcommittees, including conference and brunch
- Organizes professional development opportunities for SAZAEYC and community members to include,

but not limited to, the annual conference

- Serves as co-chair for the Annual Conference with President-elect, Past President, or a volunteer community member
- Serves as co-chair of the Annual Brunch with the VP of Nominations and Awards.
- Establishes and oversees timelines for all events sponsored by committee. Keeps the committee and full board informed of the timeline and tasks they might need to complete.
- Supports events planned by the VP of Membership including Week of the Young Child and professional development events
- Secures and coordinates evaluations and certificates for the annual conference and other professional development events. Reviews evaluations of all events and presents reports to the full board after each event.
- Attends Executive Board meetings to prepare for Board of Directors meetings

Vice President of Communications and Marketing

Term Limit: 2 Years

General Job Description: Acts as content manager of the website; Develops promotional materials and social media content as needed with the Board, and VP's

Preferred Qualifications, Skills and Abilities:

- Has strong oral and written communication skills
- Served on Board
- Access to and familiarity with electronic media.

Key Responsibilities and Tasks:

- Chairs communications committee
- Recruits volunteers for committee and events
- Monitors and posts to social media including but not limited to Facebook, Instagram, Twitter
- Monitors and adds content to the SAZAEYC Website
- Solicits and gathers content for social media posts
- Designs and posts social media posts with partners and works with Board and the Association Manager/ Executive Director to create SAZAEYC event announcements, and any other necessary materials
- Coordinates with the communications committee and the board for content
- Reports to board on communications efforts at monthly meetings
- Sets protocols with Executive Director, President, Past President and President, Elect to receive content for social media from VP's.
- Attends Executive Board meetings to prepare for Board of Directors meetings

Vice-President of Nominations and Awards

Term Limit Two Years

General Job Description: Chairs nomination committee which proposes slate to SAZAEYC Governing Board for elections; solicits nominations for awards, recognitions, scholarships, and mini-grants; Selects and presents recipients for Board approval. Works with SAZAEYC Board on nominations for Annual Board Award, which is voted on by the General Board.

Preferred Qualifications, Skills and Abilities

- Strong communication skills
- Has knowledge of regional early childhood advocates
- Has relationships in the community to solicit nominations for awards, recognitions, scholarships, and mini-grants

Key Responsibilities

- Chairs Nominations Committee and Awards Committee
- Initiates procedure for nominating new candidates and presents nominations to board follows procedures for nominating based on bylaws
- Manages timeline of board service and open positions
- Co-Chairs Brunch with VP of Services
- Solicites nominations for Brenda Loomis Scholarship, Mini Grants and SAZAEYC Awards to be presented at Brunch
- Procure items for baskets for Brenda Loomis Scholarship fundraiser for both Brunch and Conference
- Fund Mini-Grants through donations and in kind donations from vendors
- Solicit Door Prizes for Conference and Brunch
- Manage, organize, share and track vendors and sponsors for Conference, including door prizes, lunches and layout electronically with board
- Attends Executive Board meetings to prepare for Board of Directors meetings

Vice-President of Public Policy and Awareness

Term Limit: 2 Years

General Job Description: Assists in development of annual public policy goals/priorities and in communicating policy alerts. Submits public policy information for newsletter and other member communications. Facilitates SAZAEYC participation in coalition efforts with other organizations. Works with committees to oversee advocacy events.

Preferred Qualifications, Skills and Abilities:

- Has served on Board previously
- Knowledge of current local, state and national policies
- Flexibility/ability to attend public policy events

Key Responsibilities and Tasks:

- Chairs public policy and awareness committee
- Recruit, organize and facilitate a public policy and advocacy committee made up of association members and Board members,
- Develop and communicate annual public policy goals/priorities (state and federal) with input and feedback from association members and in alignment with NAEYC's goals/priorities.
- Engage in public policy meetings and events with the Executive Director including coalition efforts with local organizations.
- Communicate policy alerts via listserv or other means.
- Identifies key policy events and plans SAZAEYC involvement, including recruiting volunteers, for example: The Week of the Young Child, Voter Registration, Children's Advocacy Groups
- Offer sponsorship resources (human and monetary) for pre and post legislative breakfasts by collaborating with local organizers).
- Provide public policy information and training at conferences, in newsletter and other member communications.
- Maintains memberships in public policy and awareness groups approved by the Board, such as PAFCO membership.
- Participates in or assigns designee(s) to attend state AzAEYC public policy meetings.
- Ensures that an annual review of event outcomes, policies and procedures is completed, updated and written for further reference.
- Attends Executive Board meetings to prepare for Board of Directors meetings

Member-at-Large

Term Limit: 2 years

Position Description: Actively participates in Board meetings and events and participates on a committee mentoring with a vice-president.

Preferred Qualifications, Skills and Abilities:

- Involved in, advocates for, or contributes to early childhood
- Is seeking to provide leadership and grow professionally
- Has scheduling flexibility to attend Board meetings and organizational events

Responsibilities:

- Mentors with at least one vice-president and shares responsibilities of the vice-president, such as serving with the Vice-President of Communications
- Volunteers for various board projects, training events and assignments as needed
- When applicable, ensures that an annual review of event outcomes, policies and procedures is completed, updated and written for further reference
- Work on Conference planning and Brunch planning

Student Representatives

Term Limit: 2 years, two positions to be filled, elect one student representative every year

General Job Description:

Helps market SAZAEYC to the students. Brings concerns and suggestions from the students' perspective to the board and acts as liaison with any student clubs such as Somos Enlace, associated with SAZAEYC.

Preferred Qualifications, Skills and Abilities:

- Interest in developing leadership skills
- Enrolled in early childhood education program for the first year of service
- Interest in developing skills in recruitment and outreach

Key Responsibilities and Tasks:

- Attends and participates in SAZAEYC meetings and events.
- Serves as a liaison between the local affiliate board and any school student clubs associated with SAZAEYC.
- Encourages membership for students at his/her school.
- Maintains communication between as many schools as possible and SAZAEYC.
- Participates in one of the major committees of SAZAEYC during both years of their term.
- Participates in Brunch and Conference planning

Paid Position Descriptions

SAZAEYC Executive Director

Overview:

The Executive Director is a paid position. The person in this position along with the President, Past President, and President-Elect is the face of SAZAEYC, attending all SAZAEYC Executive and General Board Meetings, AzAEYC and when possible NAEYC events. This person provides support and leadership to the Board by assuming responsibilities designated by the Board. A primary responsibility is to ensure financial stability for the organizations by seeking and supporting fundraising efforts, including securing external funding, such as grants, to support the SAZAEYC goals and the position.

This position requires commitment both to SAZAEYC and early childhood education in southern Arizona and excellent communication, organizational and leadership skills. Each year, the Board establishes the duties and compensation for the Executive Director.

Position Description: The Executive Director supports the SAZAEYC Board and organization by providing support and guidance. A primary responsibility is to seek additional funding and to oversee grants and projects. In addition, the Executive Director along with the President, Past President, and President-Elect collaborates with early childhood organizations.

Preferred Qualifications, Skills and Abilities:

- Has experience in fund-raising and grant writing.
- Has interest in cultivating and maintaining connections in community
- Demonstrated knowledge of early childhood education.
- Holds an Baccalaureate degree or higher in public administration, family studies, Early Childhood Education or a related field or commensurate education and experience.
- Two years experience in human services, education or other related field.
- Well-developed technology skills
- Excellent oral and written communication skills.
- Demonstrated problem solving, research, leadership, and information management skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Reliable transportation.
- Ability to establish and maintain effective working relationships with SAZAEYC Board, organizational partners, volunteers from diverse backgrounds, donors, community partners, independent contractors, parents and others.
- Able to attend evening and weekend meetings.
- A member of NAEYC and SAZAEYC.
- Committed to NAEYC and SAZAEYC and its values.
- Understands NAEYC and SAZAEYC objectives, organization and services.
- Understands responsibilities and relationship of paid and volunteer staff.

Key Responsibilities:

The SAZAEYC Board establishes the Executive Director's responsibilities annually drawing from the following list.

- Actively researches funding opportunities and develops grant proposals.

- Oversees external funding
- Assists in SAZAEYC and NAEYC fundraising activities to support the work of securing resources and carrying out special events and projects
- Develops program material and application processes for related projects and funding opportunities.
- When SAZAEYC is a grantee or subgrantee the Executive Director serves as liaison with those charged with implementing the grant and the governing board
- Establishes and maintains effective working relationships with SAZAEYC Board and staff at all levels, SAZAEYC members, volunteers from diverse backgrounds, donors, community partners, independent contractors, and others.
- Annually researches and reviews association policies, budget, and best practices, and presents recommendations to the SAZAEYC Board.
- Maintains, updates, and monitors a yearly strategic plan and timeline for SAZAEYC in cooperation with the Association President.
- Develops with President and Executive Committee agenda for Board meetings and works with the Program Manager on distribution of meeting materials.
- Annually updates board orientation materials and board manuals.
- Attends all SAZAEYC Board meetings and Executive meetings
- Prioritizes responsibilities and assignments, and completes timely reports.
- Designs and monitors quarterly and annual reporting requirements including assistance to Vice-Presidents as needed.
- Assists with activities related to all committee work.
- Participates in local community events and meetings representing SAZAEYC as requested.
- Serves as primary contact for all SAZAEYC activities.
- Oversee membership numbers and manages renewals
- Responds to requests for membership in a timely manner through mail or e-mail
- Submits requests for membership with payment to NAEYC
- Creates an annual membership directory with VP of Membership if requested by the board.
- Corresponds with lapsed and renewing members ensuring they receive invitations to all SAZAEYC events
- Reports SAZAEYC membership numbers at each board meeting (or before if requested)
- Bilingual Spanish/English preferred.
- Plans the annual Boards dinner with President and Past President and/or President Elect to honor outgoing and new board members
- Attends Executive Board meetings to prepare for Board of Directors meetings

Association Manager

Job Description:

This is a support position for the Southern Arizona Association for the Education of Young Children (SAZAEYC). Reporting to the President of SAZAEYC, this individual assists with all strategies and tasks associated with early childhood education support, education activities, development, and other projects as assigned. This position reports to the Executive Director and President.

This is a part time position, averaging 20 hours per week, for a motivated individual with excellent communication, organizational and computer skills. Working with and under the direction of SAZAEYC President, the individual plans and coordinates activities in collaboration with local agencies that deliver services to educators, children, and families.

Preferred Qualifications, Skills and Abilities:

- An AA or Baccalaureate degree in public administration, family studies, Early Childhood Education or a

related field or commensurate education and experience.

- Two years experience in human services, education or other related field.
- Well-developed technology skills
- Excellent oral and written communication skills.
- Demonstrated customer service, problem solving, research, and information management skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Reliable transportation.
- Ability to lift 40 lbs.
- Bilingual Spanish/English preferred.
- Able to attend evening and weekend meetings.

Responsibilities:

- Supports the vision and mission of SAZAEYC.
- Maintains SAZAEYC calendar and notifies responsible persons of upcoming responsibilities with the Executive Director.
- Provides technical assistance and document support.
- Works cooperatively with and supports the SAZAEYC Board in carrying out assigned projects, such as assisting board members with distributing and summarizing information from association surveys.
- Maintains with the Executive Director all legal documents associated with SAZAEYC.
- Communicates and provides an updated mailing list to board members and maintains communication with the mailing house for all mailings
- Assists board members in coordinating sponsored activities and events.
- Attends all SAZAEYC Board meetings and Executive meetings and provides staff support for meetings, such as coordinating meetings, taking meeting notes as requested, making copies, and maintaining committee lists, sign-in sheets and information.
- Orders and maintains supplies and equipment as needed.
- Prioritizes responsibilities and assignments, and completes timely reports.
- Creates, modifies, and maintains routine and special letters, memos, and reports
- Monitors balance in bulk mailing accounts and notifies Treasurer.
- Updates and maintains SAZAEYC listserv and email as needed.
- Receives SAZAEYC mail and works with the Executive Director to direct it to the appropriate person.
- Assists with designing and monitoring quarterly and annual reporting requirements with Executive Director, Presidents and Vice-Presidents, Maintains current membership materials from NAEYC and SAZAEYC and assists with the distribution.
- Provides excellent customer service as a component of all job duties with a positive attitude and enthusiasm.
- Establishes and maintains effective working relationships with SAZAEYC Board and staff at all levels, SAZAEYC members, volunteers from diverse backgrounds, donors, community partners, independent contractors, and others.
- Displays a professional level of cultural awareness and sensitivity.
- Distributes appropriate background information on subjects to be discussed at board meetings to board members with enough time to review (5 days preferred)
- Other duties as assigned.
- Attends Executive Board meetings to prepare for Board of Directors meetings

