



CAEYC Elected Officer Position Description: President-Elect/President

President-Elect Term: July 1, 2009 - June 30, 2011

President Term: July 1, 2011 – June 30, 2013

Past-President Term: July 1, 2013 – June 30, 2014

President-Elect

1. Serves as a member of the Board of Directors and the Executive Committee and attends all duly called meetings of both bodies. The Board of Directors is required to meet four times a year, one of which is held at the CAEYC Annual Conference. The Executive Committee meets prior to Board of Directors meetings and as needed. In addition, other meetings requiring attendance may be held via conference call.
2. Works with the President in coordinating activities of the organization.
3. Carries out whatever additional duties the President and the Board specify.
4. Serves in place of the President in the President's absence.
5. Attends Nominations Committee meetings and participates in other committees when requested by the President.
6. Coordinates and oversees the Nominations Committee and the Leadership in Diversity Committee, and appraises the Board of progress and outcomes.
7. Assumes the role of President after the two-year term as President-Elect.

President

The President has a major role in guiding the organization in its policy-making and management functions. The President works in conjunction with the Association's Executive Director. The President:

1. Serves as the Chief Executive Officer of the Association.
2. Serves as chair of the Executive Committee and as an Ad Hoc member of all other Association committees.
3. Plans the agenda with the help of the Executive Director for all Board, Executive Committee and Annual Membership meetings.
4. Appoints as many standing and special committees chairs as are necessary to carry on the work of the Association. These Committee Chairs shall serve as members of the Board of Directors with voting privileges. The President may terminate these

committees with the approval of the Executive Committee, and may appoint replacements for Committee Chair vacancies, with the approval of the Executive Committee and the Board.

5. Presides at all meetings of the Board of Directors, Executive Committee, and Annual Membership meeting.
6. Convenes and adjourns the Annual Conference.
7. Confers with the Executive Director and Executive Committee, as needed, on major issues between Board meetings.
8. Obtains consent from a majority of the Executive Committee should it be necessary to authorize unbudgeted expenditures between Board meetings.
9. Encourages, supports, and gives all possible aid to committees in their work.
10. Develops administrative skill to enable the flow of ideas, talent and varying opinions of the membership and the Board of Directors commensurate with the purpose, policies and resources of the Association.
11. Strives to maintain CAEYC's diverse concerns for young children and the multicultural interests of the membership.
12. Responds to inquiries of members by answering their questions or by referring them to persons who can.
13. Supports the cooperation of CAEYC with other disciplines and organizations who have similar concerns for young children.
14. Maintains close communication with the immediate Past President and the President Elect for continuity of the basic values of the organization.
15. Prepares an Annual Report to the membership with assistance from staff.
16. Speaks on behalf of the Association. Only the President or a representative appointed by the President is authorized to speak for the Board if interviewed by media. Media released from officers and committees shall be reviewed and approved by the President before release. A copy of all communication distributed on CAEYC letterhead shall be forwarded to the President.
17. In the event that the President is unable to fulfill the duties of the office, the President shall submit a letter of resignation to the Executive Committee through the President Elect.