



2014 Call for Nominations

The nomination process is designed to identify individual board members who will:

- Bring knowledge of early childhood issues affecting out state
- Carefully prepare for meetings by reviewing and preparing materials for dissemination
- Participate in group discussion by offering and listening to diverse points of view, and
- Make thoughtful decisions that are in the best interest of the entire Association

Qualifications for all positions:

- Member of NevAEYC
- Commitment to NevAEYC vision and mission
- Knowledge of the Early Childhood Community

NevAEYC Mission and Vision

The purpose of NevAEYC is to serve and act on behalf of the needs, rights, and well being of all young children and their families, with special emphasis on developmental and educational services and resources for a diverse population; and to foster the growth and development of the membership in their work with, and on behalf of young children.

The following positions are open for elections:

Treasurer-Elect:

Treasurer-Elect shall serve in that capacity for one-year term, and serve the following two years as Treasurer, then finishing term with one year as past treasurer for a total 4-year term.

Key Responsibilities:

- Attends and participates in NevAEYC Governing Board meetings and events.
- Attends NevAEYC annual retreat.
- Works in conjunction with current treasurer on treasurer key responsibilities and prepares to assume treasurer position.

Secretary (2 year term)

Key Responsibilities:

- Attends and participates in NevAEYC Governing Board meetings and events.
- Attends NevAEYC annual retreat.
- Provides written agendas of scheduled meetings prior to meeting.
- Fills the office of President should that office become vacant and the President-Elect is unable to assume the duties of President.
- When appropriate, distributes to Governing Board background information on subjects to be discussed.
- Prepares and provides written minutes to Governing Board in the specified time.

- Attaches results of e-votes to the following month's minutes.
- Maintains the roster of Governing Board members.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS determination letter, etc.) to note applicability during meetings.
- Responsible for sending appropriate Governing Board correspondence as directed by President.
- Maintains all records in appropriate confidential manner.
- Responsible for bringing "Robert's Rules of Order" to each meeting.
- Responsible for any duties described as hospitality by the board as they arise.

VP Educational Development (2 year Term)

Key Responsibilities:

- Attends and participates in NevAEYC Governing Board meetings and events.
- Attends NevAEYC annual retreat.
- Chairs the Educational Development Committee.
- Serves on the Personnel Committee.
- Serves as chair of TEACH Advisory Committee.
- Attends AEYC Conferences
- Coordinates Educational development activities supported by the NevAEYC board.
- Is a member of all conference planning committees
- Develops goals and objectives for the strategic plan as related to Educational development.
- Serves as board liaison to affiliates on Educational development activities and events.
- Tracks local, state and national trends in early care and education as related to professional development and shares that information with the board for strategic planning purposes.
- Provides a report at each board meeting of his or her activities since the previous board meeting.

VP of Public Policy (2 year term)

Key responsibilities:

- Attends and participates in NevAEYC Governing Board meetings and events.
- Attends NevAEYC annual retreat.
- Develops goals and objectives for the strategic plan as related to Public Policy.
- Maintains a record of all advocacy activities conducted by NevAEYC and any related financial expenditures.
- Serves as chair of the public policy committee which includes the Vice Presidents of Public Policy from each local affiliate.
- Maintains up-to-date knowledge of state and federal legislation affecting children ages 0-8.
- Disseminates policy update and action alerts to members.
- Maintains a database and/or group e-mail list of members for dissemination of information relating to public policy.
- Provides regular updates to the board on public policy issues and activities.

- Provides support and acts as a liaison to local affiliate public policy chairs and/or committees.
- Provides training/information regarding advocacy to members.
- Works with conference committee to include public policy/advocacy activities as an integral part of the annual state conference.
- Attends annual National AEYC Leadership/Public Policy Conference and serves as Nevada team leader.
- Develops and maintains working relationships with other state early childhood advocacy groups.
- Provides written public policy updates for distribution to the general membership
- Communicates with local and national policy makers, as well as the media in regards to NevAEYC's public policy positions.
- Keeps public policy program (public policy positions) up-to-date and works with the board on changes and additions to the policy program annually and as needed during a legislative session.
- Stays informed and engaged in public policy activities (legislative, regulatory) including coalition efforts at the state level and through NAEYC at the federal level.
- Leads the development of annual public policy priorities for issues related to children ages 0-8 and the field, in the context of the political climate and legislative/regulatory schedule of the state.
- Ensures communication with the affiliate board, local affiliates, membership and NAEYC on a regular basis through e-mail updates and alerts.
- Provides technical assistance and training on advocacy and public policy at affiliate meetings.
- Maintains political activity log.
- Review and update quarterly the sections of the NevAEYC website specific to this Board Position.

The following is appointed by the President:

Nomination Chair (2 year term)

Key Responsibilities:

- Assesses the Governing Board's current composition and identifies needs.
- Reviews job descriptions and a recruitment plan.
- Identifies and cultivates prospective Governing Board members.
- Develops a slate to meet specified timelines.
- Recruits candidates who are willing to serve.
- Oversees the election of Governing Board.
- Annually reviews Governing Board's policies and procedures for elections and submits proposed revisions to the Governing Board.

Accreditation Chair (2 year term)

Key Responsibilities:

- Keeps current on NAEYC accreditation policy by participating in monthly NAEYC accreditation chair conference calls.
- Reports information regarding NAEYC accreditation with Governing Board as needed.
- Supports local affiliates and the Office of Early Care and Education with the accreditation process.



Nomination Form -2014 Elections

Nominee's Name _____

2015 Governing Board Position you are nominating the above for (please check):

- Treasurer Elect**
- Secretary**
- VP Educational Development**
- VP Public Policy**
- Nomination Chair**
- Accreditation Chair**

Nominee's Title _____ Organization _____

Street Address _____

City/State/Zip _____

Daytime Contact Telephone _____

E-mail address _____

On the following page, please state your reasons for nominating this person and use the table to indicate the evidence supporting the nomination.

Your Name _____

Your Telephone # _____

E-mail address _____

Your Signature _____

Deadline October 28, 2014

Please submit nomination forms to:

MAIL:

Theresa Hagerty –Nominations Chair
Nevada Early Intervention Services
2667 Enterprise Road
Reno, Nevada 89512

FAX:

775-688-2984

EMAIL:

thagerty@adsd.nv.gov