

Illinois Association for the Education of Young Children  
Policies and Procedures for Board and Committees

**Rule 1. Membership** – The Illinois Association for the Education of Young Children is composed of individual members of the National Association for the Education of Young Children who have services provided by local Chapters and are represented through regions. Individual members shall:

- Be entitled to cast their vote on the annual ballot.
- Receive all relevant communications via electronic means or print.
- Receive reduced fees for Illinois professional development events.
- Be eligible to attend meetings of the Board of Illinois AEYC.
- Be eligible to run for Board positions.
- Be eligible to be appointed or elected as an Officer of the Board of Illinois AEYC as per nominating guidelines.
- Be eligible to serve on a committee or task force of Illinois AEYC.
- Be eligible to serve as a Standing Committee Chair.

**Rule 2. Officers**

General Qualifications for All Officers:

1. Shall have been an active member of the Board of Illinois AEYC in some capacity.
2. Show active leadership with Illinois AEYC.
3. Demonstrate personal characteristics for positive interaction with groups of people.
4. Demonstrate abilities in the area of management and administration.
5. Be actively engaged in early childhood education, early childhood development, elementary education or related areas.
6. Express a philosophy of early childhood development that is compatible with the purposes of Illinois AEYC. (By Laws, Article II)
7. Demonstrate the ability to communicate information clearly between various groups.

General Responsibilities for all Officers:

1. Attend meetings and conferences of the Board of Illinois AEYC.
2. Participate in Illinois AEYC programs and events.
3. Complete all tasks in a timely manner, as outlined in the officer job description or assigned as needed.
4. Report progress on their office responsibilities to the Board of Illinois AEYC.
5. Bring issues to the Board's attention for inclusion on the Board meeting agendas by contacting the President prior to the meetings.
6. Serve as liaison/public relations resource between Illinois AEYC and the community, promoting membership, committee involvement, and clarifying Illinois AEYC's mission, purposes, and activities.
7. Maintain historical records and documentation of the office to be given to the incoming officer.

8. Orient the incoming officer to the duties of the position and, as needed, provide additional support upon completion of the term of office.
9. Before the completion of the term of office, review the office job description and make recommendations for changes to the President.
10. Avoid all situations where a conflict of interest may occur.
11. Submit budget requests to be included in the Illinois AEYC annual budget.
12. Monitor the use of budgeted funds for the specific office and insure budgeted amounts are not exceeded.
13. Follow established financial policies and procedures of the organization as written in Illinois AEYC Financial Policies available in the state office.
14. Carry out any other responsibilities as designated by the Board.
15. Utilize Illinois AEYC Policies and Procedures job descriptions in recruitment for open positions.
16. Participate in orientation of new board members which may include, but not be limited to, review of Illinois AEYC by-laws, administrative/organizational chart, financial procedures, Illinois AEYC calendar of events, minutes and other historical records stored.

#### **I. President**

- A. Term of Office: As defined in Article V.A.1.a. of the By Laws; elected statewide for a four-year term on odd-numbered years (serving one year as President-Elect, two years as President, and one year as Past-President).
- B. Qualifications specific to the office: must be a current member of NAEYC and Illinois AEYC and possess leadership qualities.
- C. Responsibilities specific to the office:
  1. Attend and preside at Executive Committee, Board, and membership meetings.
  2. Develop an agenda for meetings of the Board with input from Board members.
  3. Set dates and select sites for Board Meetings, with input from members of the Board.
  4. Make necessary appointments to committees, designate chairpersons and outline necessary reporting procedures with input from and approval from members of the Board.
  5. Appoint officers to fill vacancies for remainder of a term with input from nominating committee and approval of the Board.
  6. Serve as an ex-officio member of all committees and task force groups.
  7. Serve as the official signatory of Illinois AEYC.
  8. Oversee use of budgeted funds for the organization.
  9. Act as the official spokesperson for Illinois AEYC or appoint a designee from the organization when appropriate/necessary.
  10. Remain connected with the national organization – NAEYC (i.e. conferences, webinars, leadership calls, focus groups, etc.).

11. Attend Illinois AEYC state conferences and participate in programs & events.
12. Provide written report at each meeting of the Board.
13. Review Illinois AEYC communications sent to membership and the community at large.
14. Provide annual orientation and continued support to members and officers of the Board.
15. Carry out any other responsibilities as designated by action of the Board of Illinois AEYC.

## **II. President-Elect**

- A. Term of office: As defined in Article V.A.1.a. of the By Laws; elected statewide for a one year term prior to serving as President.
- B. Qualifications specific to the office: must be a current member of NAEYC and Illinois AEYC and possess leadership qualities.
- C. Responsibilities specific to the Office:
  1. Assist the President in the administration of Board policy and execution of Illinois AEYC responsibilities.
  2. Serve as a member of the Executive Committee.
  3. Serve as a member of one Standing Committee as assigned by the Executive Committee.
  4. Chair the Nominations Standing Committee during tenure as President-Elect.
  5. Perform the duties of President when the President is unavailable.
  6. Carry out any other responsibilities as designated by Illinois AEYC Board action.

## **III. Past President**

- A. Term of Office: As defined in Article V.A.1.a. of the By Laws; one year term after serving as president.
- B. Qualifications: Served as President of Illinois AEYC in previous year.
- C. Responsibilities Specific to the Office:
  1. Serve on the Executive Committee.
  2. Provide historical knowledge of Illinois AEYC to the President and to the Board as requested or needed.
  3. Chair the Nominations Standing Committee during tenure as Past President.
  4. Perform the duties of President or President Elect when neither are available.

#### **IV. Treasurer**

- A. Term of Office: As defined in Article V. A. 1.b. of the By Laws; elected by the membership for a two-year term; serving no more than two, two-year terms consecutively in that position.
  
- B. Qualifications Specific to the Office: Have working knowledge and experience with organizational budgets and financial procedures.
  
- C. General Responsibilities
  - 1. Serve as Chair of the Finance Committee and a member of the Executive Committee.
  - 2. Become familiar with the necessary IRS regulations regarding Not-for Profit 501(c)(3) organizations.
  - 3. Communicate regularly with office staff and contracted third party consultants as appropriate in order to help with oversight of financial aspects of the organization, including the annual review of financial records and necessary reports.
  - 4. Oversee the maintenance and verification of Illinois AEYC's financial records according to established financial policies of Appendix A of the Policies and Procedures.
  - 5. Receive reports from contracted third party financial consultants and present written reports to the Board at each meeting including cash on hand and an updated summary of cash flow for individual line items.
  - 6. Work with President and Vice President to develop and monitor the annual budget following established financial policies Appendix A of the Policies and Procedures.
  - 7. In cooperation with the Finance Committee, submit to the Board annually, a budget reflecting the needs of the organization
  - 8. Submit all financial and legal documentation to the Illinois AEYC Office.
  - 9. Provide orientation and continued support to the incoming Treasurer to the duties of the office, including the transfer of pertinent historical documents.
  - 10. Receive annual budget and financial requests per Appendix A of the Policies and Procedures.

#### **V. Secretary**

- A. Term of Office: As defined in Article V. A. 1. c., elected by the membership for a two year term; serving no more than two two-year terms consecutively in that position.
  
- B. Qualifications Specific to the Office: must be a current member of NAEYC and Illinois AEYC
  
- C. Responsibilities Specific to the Office
  - 1. Serve as a member of the Executive Committee and one Standing

Committee of the Board.

2. Attend meetings of the Board, Executive Committee and Membership meetings, recording the minutes of these meetings.
3. Make changes in the minutes as authorized by the Board.
4. See that a copy of the minutes of the last Board Meeting and the agenda of the next Board Meeting are sent to each Board member and Committee Chairperson within one month prior to the meeting.
5. See that official materials circulated at meetings of the Board are sent to members who were not present for meeting.
6. See that copies of the Treasurer's reports and Standing Committee reports are maintained.
7. See that legal papers required by the State of Illinois and the National Association for the Education of Young Children, as well as materials pertinent to the history of Illinois AEYC are maintained.
8. See that an up-to-date address list of Board membership is maintained.
9. See that correspondence requested by Board Action or the President is taken care of in a timely fashion.
10. Maintain historical documentation of the office of Secretary.
11. Provide orientation and continued support to the incoming Secretary to the duties of the office, including the transfer of pertinent historical documents.
12. Provide additional support to incoming Secretary, as necessary, upon completion of term of office.
13. Call Executive Committee together to handle Presidential vacancy.

**VI. Regional Delegates**

- A. Regions shall be considered distinct and encouraged to develop uniquely. Regions shall be based upon chapter density and/or chapter distribution in distinct geographic areas.
- B. Term of Office: As defined in Article V. A. 1. d. of the By Laws; elected on the regional ballot for a two-year term by the region's membership; serving no more than two, two-year terms consecutively in that position.
- C. Regional Delegates represent geographic areas in the state. (see attached map)
- D. Qualifications Specific to the Office:
  1. Maintain active membership status in NAEYC and Illinois AEYC
  2. Live or work within a Chapter in the region represented
- E. Responsibilities Specific to the Office:
  1. Attend Illinois AEYC Board meetings regularly
  2. Serve as a member of the Board of Directors and serve on one

Standing Committee of the Board.

3. Represent regional Chapters' viewpoint in discussions in Illinois AEYC Board matters and vote on issues as a representative of the Chapters of the region.
4. Encourage chapter participation on the Board of Illinois AEYC through such methods as:
  - discussing with chapters their Regional VP responsibilities on the Board;
  - contacting chapters in the region before each meeting of the Board to encourage attendance;
  - promoting involvement in Illinois AEYC, regional AEYC and NAEYC-sponsored activities such as conferences and leadership training sessions.
  - promoting the Illinois AEYC and NAEYC nomination and election process by soliciting nominations from local members and encouraging members to vote.
5. Send communications by handwritten or electronic means to chapters in the region informing them of actions taken by the Board and thanking them for their participation, if applicable.
6. Attempt to visit each regional chapter at least once during term of office.
7. Assist Professional Development Committee in assessing needs of regional chapters and the development of training for that region.
8. Facilitate and coordinate communication between Illinois AEYC and chapters in the region.
9. Coordinate the development of communication and collaboration among chapters in the region.
10. Serve as a representative of Illinois AEYC to outside organizations as assigned by the President.
11. Assist President in monitoring compliance with the Affiliate-Chapter Agreement.
12. Choose one Regional Delegate to serve a 2 year term on the Executive Committee as a Regional Vice-President.

**Rule 3. Standing Committee Descriptions**

General Authority of All Standing Committees:

1. The President, with approval of the Board, may appoint Standing Committees to fulfill the purpose of Illinois AEYC. The powers, responsibilities and qualifications for such committees shall be specified at their established time.
2. The operational policies and practices followed by each Standing Committee shall be determined by the Standing Committee as approved by the Board.
3. Committees shall conduct research, generate options and make recommendations to the Board for its consideration, discussion and decision.
4. The Executive Committee shall encourage the committees to select members who are committed to the mission of Illinois AEYC and are available to give the time, expertise

and energy needed by the committee.

5. All members of the Board and its Standing Committees shall have a current copy of Policies and Procedures and By Laws.

## **I. Executive Committee**

### **A. Committee Membership**

1. The Executive Committee shall be comprised of the elected Officers of the Board including President, President Elect, Past President, Secretary, Treasurer, and Regional Delegate Vice President.
2. All members of the Executive Committee must be active Board members.
3. The Illinois AEYC President serves as Chair of the Executive Committee.

### **B. Role of the Executive Committee**

1. Consider, review and discuss appropriate issues brought by any member of the Executive Committee.
2. Carry out decision-making responsibilities of the Board between meetings of the Board.
3. Ensure that the duties of the Officers and Standing Committees are fulfilled.
4. Review nominees from the Nomination Committee when vacancies occur in Officer and/or Standing Committee Chairs, and make appointments to those positions.
5. Oversee and monitor:
  - a. Personnel Policies
  - b. Human Resource Systems that includes job descriptions of employees, independent contractors and consultants with Illinois AEYC.
6. Direct supervision of employees, independent contractors and consultants shall be the responsibility of the President of Illinois AEYC in consultation with the Executive Committee.
7. Oversee the submission of documentation necessary to comply with state and federal requirements.
8. Meet in special session to make specific decisions that cannot wait for the next meeting of the Board or at the specific request of 51% of the Board.
9. Ensure that all requirements set forth from NAEYC for state affiliates are met.
10. Review and update, at least every two years, committee descriptions and policies assigned to the Executive Committee.
11. Monitor the committee's budget and submit budget recommendations to the Treasurer on an annual basis.
12. Ensure that new members of the Board receive an orientation to board membership.
13. Provide ongoing feedback and guidance to the President and Office Staff

- regarding activities, meetings, etc. of the Illinois AEYC.
14. Oversee grants and special projects of the Illinois AEYC when not assigned to a Standing Committee, Task Force or Ad Hoc Committee.
  15. Research, generate options and make recommendations to the Board concerning Organizational Development issues for consideration, discussion and decision.
  16. Coordinate, oversee and review annually, the on-going Illinois AEYC strategic planning processes that aligns with NAEYC.
  17. Ensure that the Illinois AEYC maintains accurate By Laws, job descriptions, committee descriptions, policies and procedures.
  18. Ensure that at least every two years the Illinois AEYC By Laws, Policies and Procedures are reviewed in accordance with bylaws Article VIII.
  19. Provide verification of ballot counts for elections carried out by Nominating Committee.
  20. Ensure that the Board and the membership are notified of all balloted elections.
- C. All work and decisions shall be done following the Finance Policies and Procedures of Illinois AEYC.

## **II. Nominating Committee**

- A. Committee Membership
  1. The Nominating Committee shall be composed of the Executive Committee and all regional Delegates.
  2. The immediate Past President or the President Elect serves as Chair of the Nominating Committee; in the absence of a Past President or President Elect, the President will serve as Chair.
  3. The Illinois AEYC President serves as an ex-officio member of the Nominating Committee.
- B. Term of Service

The Executive Committee may convene the Nominating Committee any time during the year if circumstances so require.
- C. Role of Nominating Committee
  1. The Nominating Committee shall recommend annually to the membership a slate of officer nominees for election to the Board of Illinois AEYC.
  2. The Nominating Committee shall coordinate, conduct and oversee the annual election process as outlined in Policies and Procedures.
  3. Ensure that when seeking candidates for Officers that nominees are:
    - a. Members in good standing with Illinois AEYC.
    - b. Active in affairs of Illinois AEYC.
    - c. Individuals who have exhibited abilities in such areas as leadership, communication, problem solving and collaboration.



- d. Supportive of NAEYC positions and philosophies.
- e. Current in trends, understandings and philosophies surrounding young children.

**D. Procedures of Committee Tasks**

1. Members of the Nominating Committee shall review the duties of office to be filled before preparing a slate of candidates.
2. The Nominating Committee shall meet to develop a slate of potential candidates. Officers shall be elected on a rotational schedule that prevents the majority of the officers from being elected in any one year.
3. The Chair of the Nominating Committee, or his/her designee, shall contact potential candidates to receive permission to place their name on the ballot.
4. A ballot with multiple candidates for any one office will be developed whenever possible. This slate should be reflective of Illinois AEYC's professional and ethnic diversity.
5. Candidates will submit a short resume to the Committee Chair to be distributed with the ballot.
6. Ballots will be made available to all Illinois AEYC members with a return time of no less than two (2) weeks.
7. Within one (1) week of the return date, the ballots will be counted and the count verified by the Executive Committee.
8. The Executive Committee will notify nominees, the Board and the membership of the results of the election.
9. The Committee Chair will insure that the Secretary for Illinois AEYC receives all returned ballots. The detailed electronic report of election ballots will be kept on file for one year. This will include number of ballots sent/returned, actual number of members voting, etc.

**E. Nominating Committee Timeline**

February	Chair organizes committee
March	Review job descriptions
April/May	E-mail / outreach to members about elections, solicitation of interest forms
	Committee members develop list of potential candidates
	Contact potential candidates/confirm interest
June/July	Present proposed slate to board for discussion and approval. If a board meeting

is not scheduled, the Executive committee  
may act on their behalf as per the By-Laws

Confirm position on slate with candidates

August

Gather resumes and prepare ballots

September/October

Mail / E-mail ballots with specified date for  
return not less than two weeks

Count ballots

October/November

Present election results to Executive  
Committee who verifies results

November/December

Announce election results to the Board and  
members

Letter of congratulations sent by the  
President

January

Officers and Chairs take office

### **III. Finance Committee**

#### **A. Committee Membership**

1. The majority of the Finance Committee shall be composed of, but not limited to members of the Board.
2. Members of the Finance Committee should be:
  - a. Committed to the mission of Illinois AEYC
  - b. Knowledgeable about budgets and finance
  - c. Available to give the time and energy needed by the committee
3. The Treasurer of Illinois AEYC serves as the Chair of the Finance Committee
4. The Illinois AEYC President serves as an ex-officio member of the Finance Committee

#### **B. Role of Finance Committee**

1. Develop an annual budget for presentation and approval by the Board.
2. Regularly review the revenues and expenditures, balance sheet, investments and other matters related to the continued solvency of Illinois AEYC.
3. Review and recommend necessary amendments to the current operating budget as required by the Financial Policies and Procedures of Illinois AEYC.

4. Oversee bookkeeping procedures.
  5. Ensure that required audits, annual reports, registrations and tax forms are completed and filed as needed.
  6. Provide up-to-date financial reports at meetings of the Board of Illinois AEYC.
  7. Periodically review and update Financial Policies and Procedures making recommendations to the Board for their consideration.
  8. Provide the necessary information and support to members of the Board
  9. concerning budget compliance and understanding of the financial status of Illinois AEYC, enabling them to make informed decisions concerning financial matters.
- C. All work and decisions shall be done following the Finance Policies and Procedures.

#### **IV. Member & Public Relations Committee**

##### **A. Committee Membership**

1. The Member and Public Relations Committee shall be comprised of Illinois AEYC Board members and other Illinois AEYC members interested in serving on the committee. Chapter leaders may be included in committee communications to keep abreast of the committee's activities and provide input when desired.
2. The President of Illinois AEYC serves as an ex-officio member of the Member and Public Relations Committee.

##### **B. Role of the Member and Public Relations Committee**

1. To identify the needs of Illinois AEYC members.
2. The Member and Public Relations Committee shall advise the Board of Illinois AEYC on the appropriate mechanisms to be used to:
  - educate the public about the work of Illinois AEYC
  - generate goodwill toward the organization
3. The Member and Public Relations Committee shall develop and oversee the implementation of the strategic plan of Illinois AEYC.
4. The Member and Public Relations Committee shall annually review and recommend policies outlining the public relations and communications processes of the Illinois AEYC.
5. The Member and Public Relations Committee shall develop policies, procedures, systems and/or guidelines for producing the written materials, including, but not limited to newsletters, promotional brochures, etc. of Illinois AEYC and following NAEYC branding and logo requirements.
6. The Member and Public Relations Committee shall review and evaluate the impact of Illinois AEYC's publicity efforts.

**C. Procedures of Committee**

1. Survey members and non-members each year regarding Illinois AEYC's services.
2. Provide the survey results to the Board, Board committees and leaders of chapters so that the information can be used to improve services to members and the early childhood professional community.
3. Develop a plan to serve Illinois AEYC members in areas where there is no chapter.
4. Annually inform Illinois AEYC Board members and chapter leadership of membership materials available for providing membership information at all events of Chapters of Illinois AEYC.
5. Every three years develop an organizational communication plan, including timelines and those responsible.
6. Make an annual status report to the Board on the status of the communication plan.
7. Review, annually, Illinois AEYC's website and other electronic communication tools, making recommendations for additions and improvements.
8. Assist office staff, as needed or requested, by:
  - a. Providing vision for online communication tools
  - b. Proofreading of printed materials such as newsletters, surveys, website, and social media
9. Every two years:
  - a. Review the published materials of Illinois AEYC and make recommendations in regard to content, format and image.
  - b. Review the NAEYC guidelines and make recommendations for additions and improvements.

**V. Professional Development Committee**

**A. Committee Membership**

1. The majority of the Professional Development Committee shall be, but not limited to, members of the Board.
2. The President of Illinois AEYC serves as an ex-officio member of the Professional Development Committee.

**B. Role of Professional Development Committee**

1. Coordinate, review and oversee plans (including goals and objectives, structures, budgets and funding) for implementation of Illinois AEYC programs and trainings, including State Events.
2. Make recommendations to the Board about changes, additions, and deletions in major aspects of the programs, trainings, and State Events.
3. Generate funds from professional development activities to enhance the general operating stability of Illinois AEYC.
4. Encourage statewide involvement in all professional development

activities.

5. Provide support for improving program quality including accreditation.
6. Promote a collaborative relationship between Illinois AEYC and other state organizations dedicated to working with and on behalf of young children.

**C. Procedures of Professional Development Committee**

1. Develop workshops, seminars, and trainings around leadership and early childhood professional issues by:
  - a. Determining regional locations for these activities.
  - b. Recruiting activity Chairperson or Co-Chairpersons from the region.
  - c. Overseeing development of a time line and procedural guide submitted by the activity Chair (Co-Chairs).
  - d. Coordinating with the activity Chair (Co-Chairs) in finalizing local contracts.
  - e. Determining activity budget in coordination with the activity Chair (Co-Chairs) and oversee it.
  - f. Providing the Board with ongoing status reports and a final activity report in a timely fashion.
  - g. Assessing and determining the need for an activity coordinator/consultant.
  - h. Encouraging recruitment of representatives Chapters.
2. Develop collaborative training opportunities for Illinois AEYC when appropriate.

**D. Provide support for improving program quality including accreditation by:**

1. Developing a plan to promote program quality improvement among state early childhood programs.
2. Offering accreditation support to center through the Statewide Accreditation Mentoring Project (SAM Project) and/or other programs and activities.
3. Reviewing budget submitted by office staff and keep Finance Committee apprised of status.

**VI. Public Policy**

**A. Committee Membership**

1. The majority of the Public Policy Committee shall be composed of, but not limited to, Board members.
2. The Illinois AEYC President serves as an ex-officio member of the Public Policy Committee.

**B. Role of Public Policy Committee**

1. Develop a proactive system to identify, review and evaluate advocacy issues, with an emphasis on quality.

2. Annually prioritize key issues to guide the actions of Illinois AEYC at the local, state and national level.
  3. Develop a twelve-month advocacy plan that will illustrate how the key issues will be highlighted in the work of Illinois AEYC.
  4. Maintain a statewide system that works with chapters to respond to public policy issues.
- C. Procedures of Public Policy Committee
1. Develop a proactive system to identify, review and evaluate advocacy issues, with an emphasis on quality.
  2. Annually distribute a survey to chapters to identify potential local and state advocacy issues.
  3. Annually prioritize key advocacy issues for Illinois AEYC.
  4. After prioritizing key advocacy issues for Illinois AEYC, develop a twelve-month advocacy plan. Make this plan available to all Illinois AEYC Chapters with suggested actions to promote issues.
  5. Maintain a statewide system that works with chapters to respond to public policy issues.
  6. Maintain the Public Policy Liaison system in the 59 state senate districts in the state.
  7. On regular bases, provide advocacy training for these liaisons.
  8. Initiate needed local activity to respond to local public policy issues.

#### **Rule 4. Special Committees and Task Force Groups**

Special Committees and Task Force Groups shall be developed and appointed by the President/Board as the need arises. The description, role and procedures shall be determined at the time of appointment.

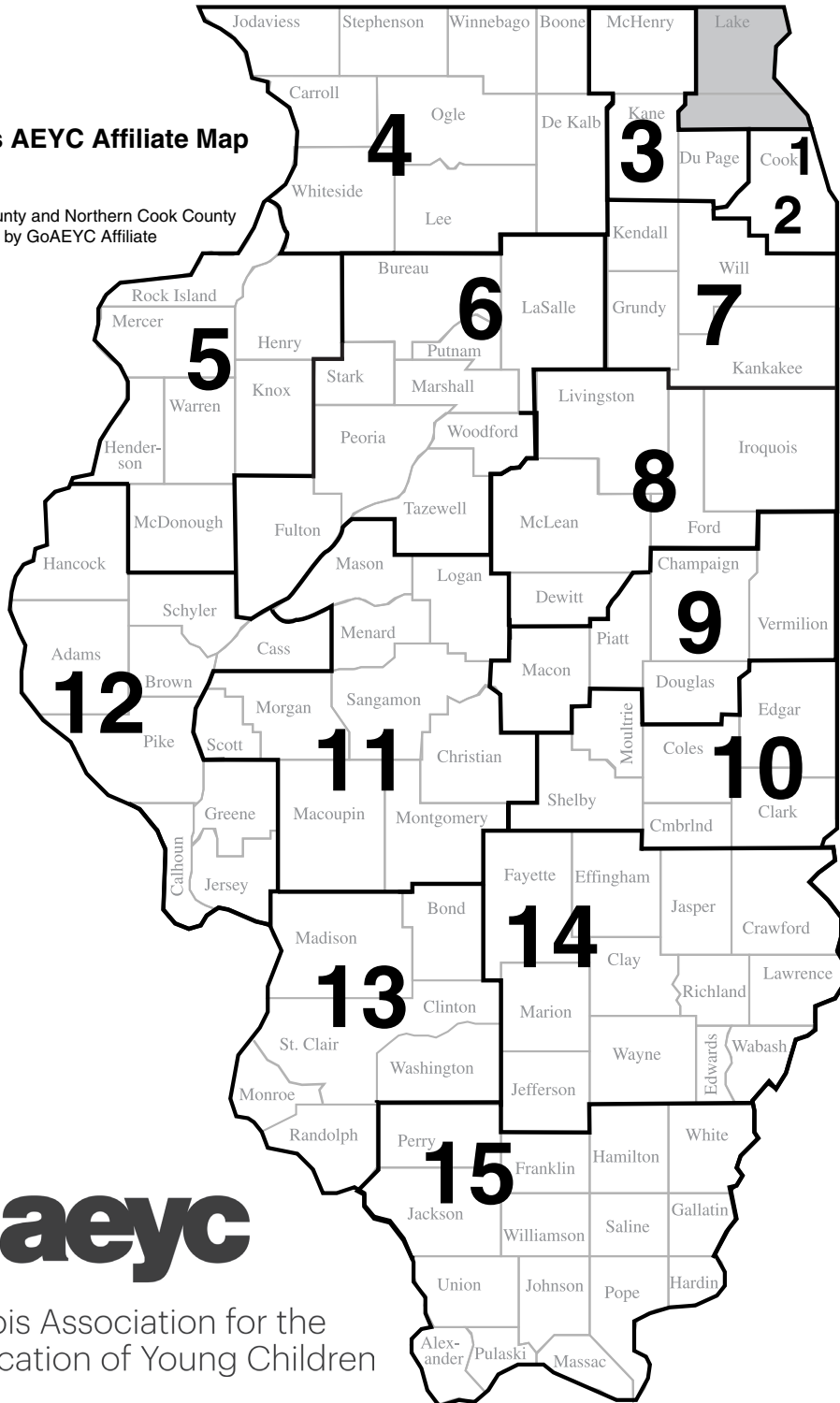
#### **Rule 5. Policies and Procedures Changes**

1. These Policies and Procedures or portions thereof may be amended, repealed or altered by a majority vote of the Board of Illinois AEYC.
2. A copy of the proposed amendment, repeal or alteration must be provided to the members of the Board and Committee Chairs a minimum of fifteen (15) days before the vote is to occur.
3. All members of the Board and committees shall receive a copy of the revised Policies and Procedures within thirty (30) days of approval.

**Board of Directors Passed 8/24/17**

**Illinois AEYC Affiliate Map**

\* Lake County and Northern Cook County is served by GoAEYC Affiliate



Illinois Association for the Education of Young Children