**President-Elect (includes service as President and Past-President)**

ORAEYC’s vision: All young children thrive and learn in a society dedicated to ensuring they reach their full potential.

ORAEYC’s mission: NAEYC promotes high-quality early learning for all children, 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.

Position: The ORAEYC President-Elect is elected by the ORAEYC membership to serve one year as President-Elect prior to assuming the presidency of ORAEYC. The President serves as chairperson of the Governing Council and of the Executive Committee. The President has general oversight of the administration and activities of the association and ensures that the Governing Council supports the work of ORAEYC by providing mission-based leadership and strategic governance. While day-to-day operations are led by ORAEYC’s Executive Director, the President- EX. Director relationship is a close working partnership.

Time Commitment: ORAEYC Governing Council meets a minimum of three times per year. Most of these meetings are one day events (8 hours) except for our annual board retreat (May) that spans two days. Additional Executive Committee check-in meetings may be scheduled monthly and typically are 1-3 hours in length. These are usually conducted as virtual meetings. The President-Elect serves as a trusted advisor to ORAEYC staff, volunteers and Chapter representatives.

#  President-Elect Position Description

1. Convene meetings of the Governing Council a minimum of three times per year per our bylaws (Fall, Winter, Spring and optional Summer if needed. Spring is a two day retreat).
2. Serve as a member of the Executive Committee. As needed to complete work assignments (grants, elections, etc.).
3. Serve as a liaison to Chapters as designated annually.
4. Develop the agendas and other necessary correspondences prior to Governing Council and Executive Committee meetings
5. Conduct all Governing Council, Executive Committee and annual membership meetings
6. Appoint standing and ad-hoc committee coordinators.
7. Serve as a member of the Personnel Committee. Oversee the: Diversity/Equity Committee and the Public Policy Committee.
8. Maintain communication with officers and coordinators as necessary between meetings.
9. Redistribute communications from NAEYC as appropriate.
10. Encourage an awareness of professional issues and responsibilities among members through the Presidents Letter in each issue of the Bulletin.
11. Participate in cooperative relationships with other disciplines and organizations throughout Oregon which share similar concerns for young children as appropriate.
12. Assist the President Elect in the assumption of duties.
13. Actively support national and state legislation and policies that fit with the stated goals of ORAEYC & NAEYC, in coordination with the Public Policy Committee.
14. Attend NAEYC meetings (as funds and schedule permit).
15. Present a brief report to the Governing Council board meetings.
16. Coordinates the annual performance of the Executive Director.
17. Monitor and promote and on-going communications with members, colleagues and partners through newsletters, e-news, Facebook and other forms of communication.