



Oregon Association for the Education of Young Children

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## **Good Governance: Chapter Leadership Officer Positions & Roles**

### **Roles of the Leadership Board**

You may choose to structure your Leadership Board in whatever way works best for your Chapter, but it is essential to clarify the roles on your board first. It is also important to share this list of responsibilities with potential and new leaders so that they understand what is expected of them in their position. Your Chapter Guidelines should provide an outline of the responsibilities of each position and are required for your Chapter Agreement and reported upon annually.

Leadership is the ability to guide, direct, or influence people. There is no one formula for a good leader, just as there is no secret formula for building an effective leadership team. There are some general qualities to consider in identifying the right leaders for your chapter.

The more variety and diversity represented on your leadership team, the better you'll be able to consider all aspects of situations, reach out to different groups and individuals, and accomplish the various tasks that will help you reach your goals. See HPIO guidelines.

### **A Note on Committees**

Committees are an easy way to involve even more people in planning events and initiatives and are a great way to tap into potential leaders for the future. You can create a committee for a single event, like Week of the Young Child, or for a year-long fundraising or marketing initiative. Committees also lessen the load on your officers and give you a pool of volunteers to help complete tasks and run events.

### **Officer Positions**

(3 Elected Officers are mandatory if your Chapter has fiduciary responsibilities)

**President/Co-President:** The Chapter president is responsible for overseeing the Chapter's operations and supervising the other Chapter leaders. He or she is often the face of the Chapter, and represents the group to the local community. The Chapter president or their designees represents your Chapter at the state Affiliate Governing Council that meets quarterly. Your Chapter may choose to have co-presidents so that the load is shared-just make sure that you agree on who is taking care of each responsibility. The President also:

- Supervises the work of other officers and ensures that they function together as an effective team.
- Provides the overall vision and sense of direction for the Chapter



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- Facilitates a goal setting exercise at the beginning of each year to guide the chapter and ensure follow through on the agreed upon action plan
- Facilitates relationships between the Chapter and other organizations in the community
- Communicates as the primary contact person to ORAEYC and is responsible for ensuring all paperwork and communications with the State Affiliate are completed on time
- Schedules and facilitates Chapter planning meetings
- Delegates tasks to officers and chapter members as needed
- Ensures future stability of chapter, including setting a process for leadership transition
- Serves as a role model for other officers and chapter members

**Vice President:** The Vice President oversees all internal operations of the chapter, ensuring that other chapter leaders and members have what they need to accomplish their goals. The Vice President assumes the responsibilities of the president during his or her absence. The Vice President also:

- Promotes membership and chapter functioning
- Promotes professional development within the chapter
- Attends Chapter and Affiliate Events
- Assists the President with compiling annual reports for the Affiliate office
- Assists with the responsibility that the by-laws of the Chapter are followed and implemented
- Assists with selection of board leadership positions as they become available ensuring the Chapter maintains HPIO tenets

The Vice President may also perform other duties or responsibilities as decided upon by the Chapter. This might include Chapter Membership or Fundraising.

**Secretary:** The Secretary is responsible for maintaining notes and records on all activities of the Chapter including meetings and Chapter events. The Secretary also:

- Takes attendance and detailed notes at each meeting
- Records and distributes all pertinent information to members and officers, including meeting minutes and information about upcoming events and opportunities
- Keeps a record of members including email addresses, adds new members to the Chapter listserv as necessary
- Assists with all organizational correspondences
- Maintains through organizational files and records
- Reserves and books all necessary meeting rooms and event spaces



**Treasurer:** The Treasurer is responsible for establishing and maintaining all financial records for the Chapter. He or she must work closely with many different officers to ensure that the chapter has the funds necessary to accomplish its goals. The Treasurer also:

- Keeps written account of all Chapter financial transactions
- Has the authority to deposit and withdraw funds from the Chapter account
- Establishes an annual budget for the Chapter
- Reports regularly to the board and members about the Chapter’s financial status
- Submits annual budget reports to the Affiliate office by required due dates

If your Chapter is looking to expand leadership and divide some of the responsibilities, here are some other suggested board positions you might consider:

Membership Chair

Communications Chair

Fundraising Chair

Public Policy Chair

Social Media Manager

Webmaster

## **Working Together**

Each officer is important to the smooth and effective functioning of your chapter. Successful officers function as a team, helping each other and contributing to the overall accomplishments and climate of your chapter. Your entire board should participate in goal setting and evaluation so that everyone is on the same page. Check in with each other regularly to make sure that responsibility is shared and that nobody is taking on more than they can manage, and offer to help each other accomplish your goals. Remember that titles do not define the person. There is always flexibility in how the duties are performed and you should regularly evaluate the responsibilities of each position.

## **WHAT IS GOOD GOVERNANCE?**

Good governance is about the processes for making and implementing decisions. It’s not about making ‘correct’ decisions, but about the best possible process for making those decisions.

Good decision-making processes, and therefore good governance, share several characteristics. All have a positive effect on various aspects of the Chapter including consistent policies and practices, meeting procedures, service delivery protocols, officer conduct, role clarification and good working relationships within the Affiliate and in the communities it serves.

## **WHAT ARE THE MAIN CHARACTERISTICS OF GOOD GOVERNANCE?**



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### **Good governance is accountable**

Accountability is a fundamental requirement of good governance. Chapters have an obligation to report, explain and be answerable for the consequences of decisions it has made on behalf of the members and community it represents.

### **Good governance is transparent**

Members should be able to follow and understand the decision-making process. This means that they will be able to clearly see how and why a decision was made – what information, advice and/or consultation the Leadership Board considered, and which strategic goal was followed.

### **Good governance follows the rule of law**

This means that decisions are consistent with the ORAEYC governance policies and practices to insure that Chapters do not put ORAEYC or NAEYC at risk.

### **Good governance is responsive**

Chapters should always try to serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner.

### **Good governance is equitable and inclusive**

The Chapter's and community's wellbeing results from all of its members feeling their interests have been considered by council in the decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.

### **Good governance is effective and efficient**

Chapters should implement decisions and follow processes that make the best use of the available people, resources and time to ensure the best possible results for their community.

### **Good governance is participatory**

Anyone affected by or interested in a decision should have the opportunity to participate in the process for making that decision. This can happen in several ways – members may be provided with information, asked for their opinion, given the opportunity to make recommendations or, in some cases, be part of the actual decision-making process