



Board Member Position Description:

TERM OF OFFICE: 2 YEARS

RESPONSIBILITIES:

- Be an active member of NYCAEYC and attend required Board meetings
- Chair or Co-Chair a standing committee of the organization
- Annually review and approve the organization's budget
- Approve major policies
- Be enrolled in the NAEYC listserve, Children's Champion, to receive the monthly email messages and policy alerts

ORGANIZATION:

- Select, monitor, appraise, advise, support, and if deemed necessary or desirable, assure that the organizational strength and employee base can sustain long-range goals
- Determine eligibility for, and appoint members to, Board committees
- Make recommendation about steps to improve the performance of the Governing and Executive Committee Boards

OPERATIONS:

- Review results achieved as related to the Organization's mission and annual and strategic short and long-range goals
- Compare the Organization's performance to that of similar institutions
- Assist in assuring that the financial structure of the Organization will adequately support its current needs and long-range strategy

- Provide candid and constructive criticism, advice, and comments to further the Organization's mission
- Approve major actions of the Organization such as major expenditures on projects over authorized limits and major changes in programs and services

AUDIT:

- Ensure that the Board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
- Ensure that published reports properly reflect the operation results and financial condition of the organization
- Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligent in its administration and enforcement of those policies
- Appoint independent auditors subject to approval by the Governing Board
- Review compliance with relevant material laws affecting the organization and its programs and operations