

***ATTENTION BPAEYC MEMBERS!***  
**CALL FOR NOMINATIONS**

The following positions are due to be elected in Fall 2010:

President-Elect

Vice President for Professional Development

Treasurer

Members at Large (3 from Bergen Co. and Passaic Co.)

Anyone interested in adding his/her name to the ballot, please view job descriptions and application on our website [www.bpaeyc.org](http://www.bpaeyc.org).

Complete the application form and send or email to:

**BPAEYC c/o Mrs. Alice Albanese**

**326 Hillside Avenue, Palisades Park, NJ 07605**

**[altomalbanese@aol.com](mailto:altomalbanese@aol.com)**

All applicants must be current BPAEYC members. Applications are due by October 1, 2010. The slate of officers will be announced at the October 7, 2010 meeting and also posted on the website ([www.bpaeyc.org](http://www.bpaeyc.org)) on the same date. The election will be held by mailed ballot in November 2010. As a recipient of this mailing, please be advised that you are a current member of NAEYC, NJAEYC and BPAEYC.

## **BPAEYC BOARD MEMBER OFFICER APPLICATION**

Return to: BPAEYC c/o Mrs. Alice Albanese, 326 Hillside Avenue, Palisades Park, NJ 07605 by 10/1/10.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_

(cell) \_\_\_\_\_

Employment Status:

Employed? Yes \_\_\_ No \_\_\_ Full time \_\_\_ Part time \_\_\_ Retired \_\_\_ Student \_\_\_

Place of Employment \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Position Desired: (circle one)

(1) President-Elect

(2) VP for Professional Development

(3) Treasurer

(4) Member-at-Large (one of 3 positions)

Is it best to contact you at home or at work/school? \_\_\_\_\_

Please tell us something about yourself and answer the following questions. You may use additional paper if desired.

*Why are you interested in serving on the Board of Bergen-Passaic AEYC?*

*What is your area of expertise? What contribution do you feel you can make?*

*What is your involvement in the early childhood community?*

## Bergen-Passaic Association for the Education of Young Children

### **General Requirements for BPAEYC Board Positions**

The following information describes the qualifications and responsibilities desired for all members serving on the Board of the Bergen-Passaic Association for the Education of Young Children (BPAEYC). Responsibilities and qualifications for specific positions are listed with each individual job description.

#### **General Qualifications for All Positions:**

- A member of Bergen-Passaic AEYC (BPAEYC)
- A commitment to BPAEYC and its values
- An understanding of BPAEYC's vision, mission, goals and objectives, and services
- An understanding of the responsibilities and relationships of Board members
- The ability to understand concepts and articulate ideas

#### **General Board Member Responsibilities:**

- Attend Board meetings and events of BPAEYC
- Follow and support NAEYC Code of Ethical Conduct
- Avoid involvement in political campaigns in the name of BPAEYC
- Avoid all conflicts of interest with BPAEYC
- Be loyal to BPAEYC, acting in the interest of BPAEYC and not for the interest of self or others
- Keep BPAEYC matters confidential

## **President-Elect**

Term of Office: 1 year in this position (followed by additional time as President and Past-President)

Purpose: The President-Elect is the chief volunteer-in-training who prepares to assume the office of President

### Responsibilities:

- Attends all meetings of the Executive Committee, the Board and other meetings as required
- Assists the President in the execution of his/her duties
- Serves ex-officio as a member of committees and may attend their meetings
- Assists the President to plan and implement activities to further BPAEYC's vision, mission, goals and objectives
- Attends and participates in BPAEYC conferences, workshops and events
- Promotes Association membership
- Confers with the President on proposed or adopted Board actions
- Performs other duties upon the request of the President
- Fills the office of President should that office become vacant, subsequently fills the office of President for a regular (2-year) term as is entitled to the President-Elect, and serves one additional year as Past-President
- Attends several NJAEYC-sponsored events with the President or as his/her designee (State Governing Board Meeting, Spring Annual Membership Meeting, Fall State Conference)

### Additional Qualifications:

- Demonstrated potential to lead the Association
- Recent participation on the Board or committee(s)

## **Vice-President for Professional Development**

Term of Office: 2 years

Purpose: To provide the membership with professional development opportunities on topics of interest and importance in early care and education

### Responsibilities:

- Serves as chairperson of the Professional Development Committee
- Plans and implements several professional development opportunities for members and the early childhood community through conferences, workshops and other events
- Secures location for events
- Secures speakers/presenters for events
- Keeps a resource list of speakers and workshop topics
- Implements program evaluations following professional development events
- Reports to the Board on the results of those evaluations, and uses them for future planning
- Submits articles as requested for the BPAEYC Newsletter
- Prepares conference brochures and flyers for upcoming events
- Coordinates registration and necessary conference/workshop materials
- Attends at least one NJAEYC-sponsored event (State Governing Board Meeting, Spring Annual Membership Meeting, Fall State Conference)

### Qualifications

- Attends, when possible, the NJAEYC Fall Conference for exposure to speakers
- Access to and ability to use the computer for email, internet and word programs

## **Treasurer**

**Term of Office:** 2 years, no term limit

**Purpose:** To maintain the financial records of the Association, and to guide the Board for wise and prudent use of Association funds

### **Responsibilities:**

- Serve as financial officer of the Association and as a member of the Finance Committee
- Manage, with the Finance Committee, the Board's review of and action related to the Board's financial responsibilities
- Ensure that appropriate financial reports are made available to the Board on a timely basis
- Prepare the Annual Budget with the Finance Committee
- Present the Annual Budget to the Executive Committee for review and ensure its completion in a timely manner
- Ensure development and Board review of financial policies and procedures
- Monitor the receipt of all money due to and held by the Association
- Ensure that all funds are properly deposited in the Association's designated bank account
- Sign financial forms and instruments as required
- Pay creditors according to the policy and procedures of the Association
- Provide reimbursements to Board members in accordance with the policy and procedures of the Association
- Oversee implementation of Bergen-Passaic AEYC financial policies and guide the Board on monetary matters
- Oversee the maintenance of monthly and annual financial records and reports including the report of income, expenses, investments and balances
- File any federal or state tax forms as required
- Attends at least one NJAEYC-sponsored event (State Governing Board Meeting, Spring Annual Membership Meeting, Fall State Conference)

### **Qualifications:**

- Some understanding of financial accounting for nonprofit organizations
- Access to and ability to use the computer for email, internet, word and accounting programs

### **Members at Large (3 in all from Bergen County and Passaic County)**

Term of Office: 2 years

Purpose: Represent the voice and perspective of his/her region; may represent various agencies/programs in the Bergen–Passaic area on the BPAEYC Board.

Responsibilities:

- Assist the board with planned events, especially those held in your county
- Assist with publicity for conferences, workshops and events
- Assist with the dissemination of information within your program/agency, as well as others in your county/area
- Promote Association membership by assisting in the recruitment of new members and/or leaders
- Attend BPAEYC Board meetings
- Attend at least one NJAEYC-sponsored event (State Governing Board Meeting, Spring Annual Membership Meeting, Fall State Conference)