

# **Kentucky Association for Early Childhood Education By-Laws & Job Descriptions**

## **KAECE BY-LAWS**

(Approved Oct 2011, Revised Nov 2008, Oct 2009, Oct 2011, July 2013 )

### **Article I      NAME**

The name of this organization shall be Kentucky Association for Early Childhood Education (also referred to as KAECE or the Association).

### **Article II      PURPOSE**

#### Section 2.1 Vision

A strong, engaged early care and education community in Kentucky

#### Section 2.2 Mission

To serve and support the early care and education community to improve the lives of children and their families

#### Section 2.3 Values

Through our commitment to professional development and networking, Kentucky Association for Early Childhood Education values:

- Young children and their families,
- Early care and education professionals, and

KAECE is open to all early childhood professionals who work with and care for young children and who provide education and resources for these individuals.

### **Article III      MEMBERSHIP AND ANNUAL MEETING**

#### Section 3.1 Eligibility

Anyone interested in promoting the Purpose of KAECE may become a member upon payment of annual dues.

#### Section 3.2 Levels of Membership

All members of KAECE are also members of the Southern Early Childhood Association (SECA) and the National Association for the Education of Young Children (NAEYC) and are entitled to the privileges of those respective associations.

#### Section 3.3 Categories of Membership

The categories of membership in KAECE shall be Regular, Comprehensive, and Student.

#### Section 3.4 Rights of Members

All members, upon payment of annual dues, are eligible for all rights, benefits and responsibilities of membership as set forth in the respective bylaws of KAECE, SECA and NAEYC.

#### Section 3.5 Dues

Membership dues shall be determined by the Board. Any member who fails to remit his or her dues for the current membership year shall no longer be considered an active member.

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## Section 3.6 Membership Year

The membership year shall be the twelve (12) month period from the date the organization is joined.

## Section 3.7 Annual Meeting

- (a) Date and Location: The Annual Meeting of the members of KAECE shall be held as part of the Annual Conference unless otherwise determined by the Board. In the event of an alternate meeting, the Board shall give notice to the members of the time and location no later than four (4) weeks prior to the meeting.
- (b) Quorum: A quorum shall be the gathered members in attendance.
- (c) Proxy: A KAECE member may cast a vote at the annual meeting by way of written proxy.

## **Article IV      ADMINISTERING BODY**

### Section 4.1 Name

The administering body shall be called the Board.

### Section 4.2 Powers and Duties

Within the limits of the By-Laws, the Board shall direct the affairs of the Association, determine its policies, promote its purposes, manage its funds and appoint agents as deemed necessary.

### Section 4.3 Composition

- (a) The Board shall consist of the Elected Officers, Chapter Presidents, appointed positions, and an ex-officio Business Manager.
- (b) Membership on the Board shall be limited to KAECE members.

### Section 4.4 Meetings

- (a) There shall be at least four (4) meetings of the Board per calendar year.
- (b) On notice to the Board, special meetings of the Board may be called by the President or at least five (5) Board Members.

### Section 4.5 Quorum and Voting

- (a) The members present at a Board meeting shall constitute a quorum provided at least five (5) Board members are present.
- (b) Actions taken by the Board shall be approved by a majority vote where a quorum is present.

### Section 4.6 Vacancies

Vacancies on the Board shall be filled by the President with Executive Committee approval. Each person chosen to fill a Board vacancy shall hold office until the expiration of the term of the vacant position.

## **Article V      OFFICERS AND ELECTIONS**

### Section 5.1 Elected Officers

The Officers of the Association shall be President, President-Elect, Past President, Recording Secretary, Treasurer, NAEYC Representative, NAEYC Representative-Elect, SECA Representative, SECA

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Representative-Elect, Vice President for Membership, Vice President for Public Policy, and Vice President for Programs.

## Section 5.2 Elected Officers, Elections and Terms of Office

- (a) The members of the Association shall elect President-Elect (who shall succeed to the office of President upon expiration of the preceding President's term of office), Recording Secretary, Treasurer, NAEYC Representative-Elect, SECA Representative-Elect, Vice President for Membership, Vice President for Public Policy, and Vice President for Programs.
- (b) An election shall be held annually by ballot during the week of the Annual Meeting. Prior to the Annual Meeting, members may cast their ballots online or in person at a dropbox located at the Institute Registration Desk.
- (c) In even years, the, Vice President for Programs, and the NAEYC Representative-Elect shall be elected. In odd years, the President-Elect, Recording Secretary, Vice President for Public Policy, Vice President for Membership and Treasurer shall be elected. The SECA Representative-Elect shall be elected every third year beginning in 2008.
- (d) The terms of office shall be:
  - The President-Elect shall serve one (1) year, followed by two (2) years as President, and then one (1) additional year a Past-President.
  - The Vice Presidents, Treasurer, and Recording Secretary shall serve two (2) years.
  - The NAEYC Representative-Elect shall serve one (1) year, followed by two (2) years as NAEYC Representative.
  - The SECA Representative-Elect shall serve one (1) year, followed by three (3) years as SECA Representative.
- (e) Officers shall take office on January 1 of the calendar year following election.
- (f) No officer shall serve more than two (2) consecutive terms.

## Section 5.3 Duties.

The duties of Officers are defined in KAECE Policy Manual.

## **Article VI NOMINATIONS AND ELECTIONS**

### Section 6.1 Nominating Committee

The Nominating Committee shall present a slate of candidates for Officers in accordance with the KAECE Policy Manual. The slate will be posted on the KAECE website ([www.KAECE.org](http://www.KAECE.org)) not later than thirty (30) days prior to the election.

### Section 6.2 Additional Candidates for Officers

Any KAECE member may nominate an additional candidate by submitting to the Vice President for Membership a petition in support of that candidate signed by at least ten (10) KAECE members. Such petition shall be submitted no less than sixty (60) days in advance of the election.

### Section 6.3 Elections.

- (a) Elections shall be conducted by a vote at the Annual Meeting. Voting is limited to KAECE members.

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- (b) KAECE members may request an Absentee Ballot from the Vice President for Membership. An Absentee Ballot must be received by the Vice President for Membership not less than fourteen (14) days prior to the Annual Meeting.
- (c) Officers are elected by a majority of members voting.

## **Article VII COMMITTEES AND APPOINTED POSITIONS**

### Section 7.1 Executive Committee

The Executive Committee shall consist of the Elected Officers and the Business Manager.

### Section 7.2 Standing Committees

The powers and duties of the standing committees are specified in KAECE Policy Manual.

### Section 7.3 Other Committee Appointments

The President, with the approval of the Executive Committee, shall appoint special committees as deemed necessary.

### Section 7.4 Appointed Positions.

The terms for appointed positions are set forth in the KAECE Policy Manual. Vacant appointed positions shall be filled in accordance with paragraph 4.6 hereof.

## **Article VIII NOTICE TO MEMBERS**

All required notice shall be given to KAECE members in such manner as the Board shall determine including U.S. Mail, email, fax or posting on the KAECE website ([www.KAECE.org](http://www.KAECE.org)).

## **Article IX FISCAL YEAR**

The fiscal year shall be from January 1 to December 31 or such other twelve consecutive month period as the Board may designate.

## **Article X PARLIAMENTARY AUTHORITY**

Except as otherwise specifically provided herein, *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority of the Association.

## **Article XI AMENDMENTS**

These By-Laws may be amended, repealed, or altered, in whole or in part, by a majority vote at any Annual Meeting of the Association provided that the newly-proposed By-Laws are posted on the KAECE website ([www.KAECE.org](http://www.KAECE.org)) at least thirty (30) days prior to the date of the meeting.

## **Article XII DISSOLUTION**

By majority vote of the KAECE Board, a special membership meeting may be called for the specific purpose of dissolving the Association. Dissolution shall become effective on a two-thirds (2/3) affirmative vote of the members present and voting at the special meeting. Upon dissolution of the Association, any remaining funds shall be distributed to one or more 501(c)(3) organizations selected by the Board.

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## **KAECE JOB DESCRIPTIONS**

### **A. PRESIDENT**

1. Preside at all meetings of the Executive Committee and Board and at the Annual Meeting.
2. Appoint chairpersons of all committees.
3. Serve as an ex-officio member of all committees except the Nominating Committee.
4. Work with the Chapter Liaison to ensure the chapters carry out the purposes of the organization.
5. Schedule four meetings of the Board of Directors each year.
6. Carry out duties related to NAEYC and SECA and prepare a report on the progress of the state for the Annual NAEYC and SECA Conferences.
7. Examine goals for the organization and develop strategies for implementing plans for a 3-5 year period and make recommendations for proactive efforts.
8. Serve as a representative of the organization (or designate a member to serve) at meetings and conferences of related groups and organizations, as needed.
9. Appoint individuals to vacancies on the Board with the recommendations of the Executive Committee.
10. Oversee the Business Manager.
11. Appoint a representative with voting privileges to NAEYC and SECA, if the elected representative is unable to attend.
12. Conduct installation of new officers.
13. Maintain effective and ongoing communication with NAEYC and SECA and oversee the carrying out of duties related to NAEYC and SECA.
14. Prepare Meeting Reminder and Draft Agenda for Recording Secretary to send to Board members at least one week prior to Board meetings.
15. Appoint Institute Co-Chair for the upcoming year.
16. Assure that By-Laws and Policy Manual are kept up-to-date and long range plan is maintained.
17. Attend, as funds permit, the NAEYC and SECA Conferences or send a representative.
18. Attend Annual KAECE Conference and assist as needed.

### **B. PRESIDENT-ELECT**

1. Chair Board Meetings in the absence of the President.
2. Assume the duties of the President in the event the President resigns or is unable to serve.
3. Assist the President as representative of the organization.
4. Examine, coordinate and implement ways of increasing diversity in the organization's activities and membership.
5. Serve as a member of the Executive and Nominating Committees.
6. Provide orientation for new Board members prior to the first board meeting of the year.
7. Attend Annual KAECE Conference and assist as needed.

### **C. PAST-PRESIDENT**

1. When there is no President-Elect, assume the duties of the President in the event the President

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resigns or is unable to serve.

2. Serve as a member of the Executive and Nominating Committees.
3. Examine, coordinate and implement ways of increasing diversity in the organization's activities and membership.
4. In the absence of the Recording Secretary, be responsible for keeping minutes of all meetings and forward copies to the Recording Secretary. In his or her absence, President will appoint someone to fulfill this duty.
5. Attend Annual KAECE Conference and assist as needed.

## **D. ACCREDITATION**

1. Act as a liaison with NAEYC Committee Chairperson with regards to accreditation.
2. Promote accreditation and quality of early care and education programs in the state.
3. Disseminate information about the accreditation process.
4. Ensure that information about accreditation is available at the Institute and any Chapter workshops.
5. Write an article for KAECE publications congratulating and announcing newly accredited programs.
6. Send a letter of congratulations to all accredited programs in Kentucky.
7. Attend Annual KAECE Conference as assist as needed.

## **E. AWARDS CHAIR**

1. Disseminate descriptions of the awards and their respective criteria along with nomination forms and coordinate with Communications Chair regarding dissemination of information.
2. Notify Board Members and Chapter Presidents reminding them to nominate deserving individuals
3. Oversee applications, time lines and recommendations for the organization's awards, as follows:
  - a. Marian B. Hamilton Award,
  - b. Outstanding Teacher Award,
  - c. Outstanding Administrator Award,
  - d. Corporate/Business Award,
  - e. Legislative/Public Policy Award,
  - f. Family Involvement Award,
  - g. Student Scholarship Award.
4. Recruit members to review all nomination materials submitted according to established criteria and participate in the selection of winners.
5. Notify winners and encourage them to attend the Awards Ceremony at the Institute.
6. Secure gift items for those receiving awards.
7. Provide announcement of KAECE Award recipients for KAECE publications.
8. Attend Annual KAECE Conference and assist as needed.

## **F. BUSINESS MANAGER**

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**The Board shall enter into a written contract with the Business Manager which shall include the following terms and conditions:**

1. Contract Period; Termination with Notice: The period of performance shall be specified. The contract may be terminated without penalty by either party on 60 days prior written notice to the other party.
2. Performance of Services; Contract Price: The Business Manager shall perform the services more fully described in subparagraph 9 below. In exchange for the Business Manager's performance, KAECE shall pay Business Manager an agreed upon annual sum to be paid in equal monthly installments.
3. No Employment Relationship; Licenses, Permits, Taxes, and Fees: The Business Manager shall acknowledge that there is not an employment agreement and that no employer-employee relationship is created between KAECE and the Business Manager. Accordingly, the Business Manager is not covered by withholding taxes, unemployment, worker's compensation, health insurance, retirement or other benefits associated with an employer-employee relationship. It shall be the Business Manager's responsibility to obtain at her/his own expense all necessary licenses and permits for the execution of the terms of the contract, and to pay such taxes and fees as may be required of the Business Manager by federal, state, and local governments. The Business Manager shall comply with all laws, rules, and regulations applicable to the services carried on under this contract.
4. Receipts and Disbursements; Bonding: The Business Manager shall be solely responsible for the handling and processing of all receipts and disbursements of KAECE funds and for the maintenance of KAECE's bank accounts and financial books and records. The Business Manager shall secure appropriate bonding at KAECE's expense for the Business Manager and for KAECE's elected Treasurer who shall also be an authorized signor on KAECE's accounts.
5. Institute Registration Processing; Subcontracting: The Business Manager shall be responsible for assuring that registrations are properly processed for the KAECE-KHSA Institute. The Business Manager is authorized to expend a reasonable sum not to exceed One Thousand Dollars (\$1,000.00) per year in payment of any third party services which may be required for this purpose, and the Business Manager may be compensated from this sum for services rendered in the completion of registration processing. Except as to the processing of Institute registrations, the Business Manager shall not subcontract all or any part of Business Manager's obligations without obtaining KAECE's prior written consent.
6. KAECE Business Obligations and Expenses: In the course of performing the Business Manager's duties as approved by the Board, the Business Manager is authorized to bind KAECE to contracts and obligations which arise in the ordinary course of KAECE's business endeavors, and KAECE shall be solely responsible for the costs of such contracts and obligations.
7. Reimbursements: Any out-of-pocket expenses and automobile mileage incurred by the Business Manager for the benefit of KAECE shall be reimbursed to the Business Manager upon submitting the appropriate documentation and receipts.
8. Contract Renewal: This contract shall renew automatically without further action by the Board, subject to the termination provisions of paragraph 1 above.
9. Business Manager's Specific Duties and Responsibilities:
  - a. Board functions
    - 1) Attend 4 KAECE Board meetings per year, plus all other called meetings
    - 2) Prepare annual budget in consultation with Treasurer
    - 3) Prepare quarterly financial reports for the Board

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- 4) Pay Board expenses per By-Laws
- 5) Maintain liability insurance on file
- b. Financial functions
  - 1) Establish and maintain all KAECE bank accounts
  - 2) Secure bonding for Business Manager and Treasurer
  - 3) Send Quarterly membership checks to each Chapter
  - 4) Process deposits as received and bills as they become due
  - 5) Manage budget by line item
  - 6) Balance all accounts monthly
  - 7) Provide sales tax exemption information to vendors as needed
  - 8) Have financial books and records reviewed annually
- c. Corporation functions
  - 1) Maintain corporate status (currently in District of Columbia)
  - 2) Maintain authorization to do business in Kentucky
- d. Internal Revenue Service functions
  - 1) Secure the filing of annual tax forms with federal government
  - 2) Prepare and send 1099 forms to individuals receiving more than \$600 from KAECE
  - 3) Process all communications with IRS
  - 4) Maintain 501(c)(3) status
- e. KAECE Communications functions
  - 1) Maintain toll-free telephone number for incoming KAECE telephone calls
  - 2) Maintain email address for all KAECE email
  - 3) Monitor and respond to incoming phone calls and emails
  - 4) Provide updated information for inclusion in KAECE website
  - 5) Obtain bulk mailing permit or secure comparable mailing services, as needed.
  - 6) Maintain the KAECE website with links for NAEYC and SECA, email, and Institute Information
- f. KAECE Conference
  - 1) Preparation & Planning Functions in collaboration with the Institute Committee.
    - a) Negotiate hotel contracts (dates, space for general and breakout sessions, meals, exhibitor and silent auction space, room blocks, costs, etc.)
    - b) Negotiate contracts for related services (printing, exhibitor setups, keynotes, etc.)
    - c) Review registration form prior to distribution
    - d) Review exhibitor application prior to distribution
  - 2) Process Institute registrations in collaboration with the Institute Committee
    - e) Receive registrations for Institute
    - f) Create name tag for each registrant
    - g) Determine registrations per day and per special events (Board Dinner,



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Public Policy Luncheon)

- h) Provide tickets for special events
  - i) Process on-site registrations
  - j) Prepare registration data base
  - k) Receive exhibitor applications and fees
  - l) Receive financial donations for Institute
  - m) Deposit registration fees, exhibitor fees, donations, silent auction proceeds, etc.
- 3) Post-Institute functions in collaboration with the Institute Committee
- n) Pay Institute billings for hotel, printing, supplies, keynote speakers, etc.
  - o) Send 1099 forms to keynote speakers
  - p) Prepare Institute budget for succeeding year

## **G. CHAPTER LIAISON**

1. Serve as liaison between the Board and all Chapters, maintaining contact with Chapter Presidents or representatives.
2. Attend Board Meetings and prepare a KAECE Board Report for presentation at each Board meeting.
3. Keep the KAECE Board updated on Local Chapter progress, concerns and strategies for assisting chapters.
4. Provide Chapter requirements to groups expressing interest in securing Chapter status.
5. Work to recruit new Chapters.
6. Arrange time for Chapter Presidents to meet at the annual Conference.
7. Attend the KAECE Conference and assist as needed.
8. Coordinate with Communications Chair regarding Local Chapters.

## **H. CHAPTER PRESIDENTS (Including Student Chapters)**

1. Coordinate the efforts of their Chapters.
2. Work to increase membership and involvement in the organization.
3. Prepare a Chapter Report for Chapter Liaison to present at each Board meeting.
4. Maintain contact with Chapter Liaison regarding KAECE involvement and support.
5. Report activities, news and concerns from KAECE, SECA and NAEYC to the members of the Local Chapter.
6. Notify Chapter Members of KAECE Awards, guidelines and application due dates.
7. Maintain the Chapter's By-Laws and provide a current electronic copy to the Chapter Liaison and Recording Secretary.
8. Attend Annual KAECE Conference and assist as needed.

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## **I. NAEYC REPRESENTATIVE**

1. Serve as Kentucky's representative to the NAEYC Affiliate Council.
  - a. Attend Affiliate Council Meetings,
  - b. Be available to serve on Affiliate Council committees and take on special assignments related to Council activities.
2. Bring before the NAEYC Affiliate Council those issues and concerns that are of particular importance to KAECE's Board and members.
3. Mentor the NAEYC Representative-Elect.
4. Gather information from NAEYC regarding Week of the Young Child including possible celebrations and sample press releases.
5. Disseminate information gathered to the Board and Chapter Liaison
6. Oversee all aspects of Board approved Week of the Young Child activities
7. Attend Annual KAECE Conference and assist as needed.
8. Coordinate with Communications Chair regarding timely NAEYC information.

## **J. NAEYC REPRESENTATIVE-ELECT (*One year term, prior to taking office as NAEYC Representative*)**

1. Work with the NAEYC Representative to learn the job responsibilities and assure a smooth transition.

## **K. COMMUNICATIONS CHAIR**

1. Coordinate with VP for Public Policy, VP for Programs and Chapter Liaison regarding material for KAECE's social media.
2. Distribute pertinent information from NAEYC and SECA in a timely fashion.
3. Post minimum on a monthly basis, variety of information (e.g., useful educational links, teaching strategies, legislation) for KAECE members.
4. Coordinate with Business Manager regarding website postings.

## **L. RECORDING SECRETARY**

1. Record the minutes of all Board meetings, the Annual Meeting, and any special meetings called by the Board.
2. Distribute a copy of the minutes of each Board meeting and Annual Meeting to the Board within two weeks after the board meeting.
3. Maintain a file of all minutes of the organization.
4. Conduct general correspondence as directed by the President and the Board.
5. Create and maintain contact information of the Board.
6. Review and revise the Policy Manual as directed by the Board
7. Preserve KAECE historical records and materials
8. Collect, organize and preserve all pertinent information from KAECE activities and publications
9. Attend Annual KAECE Conference and assist as needed

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## **M. SECA REPRESENTATIVE**

1. Serve as Kentucky's representative to the SECA Board.
2. Bring before the SECA Board those issues and concerns that are of particular importance to KAECE's Board and members.
3. Mentor the SECA Representative-Elect.
4. Collaborate with Ways and Means in getting the KAECE display materials for the SECA Conference
5. Attend SECA Board Meetings and Annual SECA Conference
6. Attend Annual KAECE Conference and assist as needed.
7. Coordinate with Communications Chair regarding timely SECA information.

## **N. SECA REPRESENTATIVE-ELECT (One year term, prior to taking office As SECA Representative)**

1. Work with the SECA Representative to learn the job responsibilities and assure a smooth transition.
2. Attend Annual KAECE Conference and assist as needed.

## **O. TREASURER**

1. Collaborate with Business Manager in preparing annual budget.
3. Have signature power, along with the Business Manager, on KAECE's accounts.
4. Maintain oversight of the regular financial reports prepared by the Business Manager.
5. Take responsibility of the day-to-day management of KAECE's financial affairs in the event of the Business Manager's incapacity or unavailability.
6. Communicate/Coordinate with Ways and Means in regards to fund raising activities and other revenue generating opportunities.
7. Attend Annual KAECE Conference and assist as needed.

## **P. VICE PRESIDENT FOR MEMBERSHIP**

1. Work with the Chapter Liaison, Chapter Representatives and Student Representatives to coordinate efforts to increase membership and communication between the organization and its Chapters.
2. Obtain an accurate and up-to-date membership roster from the NAEYC website.
3. Submit to the Board a membership recruitment plan annually and conduct a membership drive at the annual Institute.
4. Provide membership applications and brochures for Chapter events and other training events as requested.
5. Consult the NAEYC website each month to determine new or renewed memberships in the preceding calendar month, and send a welcoming letter to all new and renewing members.
6. Contact all non-renewing members to encourage membership renewal if a list of non-renewing members is available from the NAEYC website.
7. Verify that all Board Members hold current memberships.

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8. Chair the Nominating Committee to assure that:
  - a. A slate of nominees is prepared,
  - b. Job descriptions and Biographical Data sheets are sent to all nominees
  - c. Candidate Information is made available for website prior to annual institute,
  - d. A ballot and absentee ballot are prepared,
  - e. Absentee ballots are sent to all members who make a request
  - f. Candidate information is made available at the Annual KAECE Conference
  - g. Election results are promptly tallied.
9. Develop a membership article for the KAECE newsletter.
10. Attend Annual KAECE Conference and assist as needed

### **Q. VICE PRESIDENT FOR PROGRAMS**

1. Coordinate and plan the organizations' Conference or Trainings with Chapter Liaison, the Awards Chair and the Business Manager.
2. Provide the KAECE Board with a summary of Conference/Trainings evaluations.
3. Maintain documentation relating to Conference/Trainings.
4. Send written invitations to the NAEYC President, SECA President, SECA State Presidents, Governor of the Commonwealth, Secretary of Cabinet for Health and Family Services, Education Cabinet, Director of Early Childhood Division, Director of the Child Care Division, Director of the Regulated Child Care Division, elected federal and state officials from the host city and county, and the Mayor of the host city.
5. Recruit members to complete duties as needed.
6. Communicate/Coordinate with the Business Manager and Board Members as needed.
7. Attend KAECE Conference and assist as needed.
8. Coordinate with Communications Chair regarding timely Conference/Training information.

### **R. VICE PRESIDENT FOR PUBLIC POLICY**

1. Inform the Board and Chapters of all proposed state and federal legislation applying to young children and families.
2. Work to promote state legislation that the Board supports as it relates to programs and policies for children birth to age 8 and their families.
3. Work to coordinate federal legislative efforts with NAEYC and SECA where appropriate.
4. Represent the organization (or send a designee) to institutes, conferences or workshops concerning legislative or public policy issues affecting children birth to age 8 and their families.
5. Prepare public policy resolutions for consideration by the Board and/or the membership at the Annual Meeting.
6. If funds permit, attend SECA Public Policy training.
7. Secure a speaker for Institute Public Policy Luncheon and communicate/work with Vice President of Programs and Institute co-chair.
8. Attend Annual KAECE Conference and assist as needed
9. Coordinate with Communications Chair regarding timely public policy related information.

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## **S. WAYS AND MEANS**

1. Oversee KAECE fund raising activities.
2. Order Board approved items to sell.
3. Maintain KAECE display boards.
4. Set up KAECE displays at early care and education functions.
5. Oversee the Conference Silent Auction and secure members to be stationed at the Silent Auction and KAECE exhibit.
6. Maintain and update a current inventory of revenue generating materials.
7. Attend Annual KAECE Conference and assist as needed

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