

Please review requirements below, Job Descriptions and attached Responsibilities of an Elected Member Form BEFORE COMPLETING NOMINATION FORM.

By-Laws/Requirements- Executive Board Members may serve more than two consecutive terms in the same office.

All nominees for President shall have served a minimum of one 2-year term in a position as an Executive Officer or 2 year term as a member, as First Vice President, Second Vice President, Secretary, Treasurer or Member at Large after 2 year term a total of 4 years on Board prior to qualifying to have their name placed in nomination to serve as President of the Association.

No individual may hold more than one position on the Board of Directors at any one time.

In the case of the death, resignation, or removal of any Member of the Board of Directors the vacancy shall be filled by the Board of Directors.

No more than two persons who are employed by or have an ownership interest in any member center or group of centers shall have seats on the Board of Directors, unless this provision is waived by the Board of Directors when it considers such exception to be in the best interests of the Association.

The President shall be the presiding officer for the Association. The President shall preside at all meetings of the general membership and the Board of Directors. The President shall appoint all standing and special committees, of which the President shall serve as ex-officio Member. The President shall attend, when possible along with the Executive Director, state level MSDE Office of Child Care Advisory Council meetings and the state level Early Childhood Advisory Council meetings as scheduled. The President shall also represent and commit to participation in all other relevant committees as deemed appropriate. The President shall continuously provide regular communication to the membership through emails and newsletters to convey important, relevant updates/information germane to the early care and education profession. Maintain regular communication with the Executive Director on all issues at least monthly.

The First Vice-President shall assist the President and, in the absence of the President, shall perform the duties of the President. The First Vice President shall have duties as the President or the Board may assign. Vice President will assume all newsletter communication responsibilities.

The Second Vice President shall have such duties as the President or the Board may assign. The Second Vice President shall assist with all duties and committees as designated by First Vice President.

The Secretary or Designee shall issue notices for all meetings, keep the minutes, have charge of the Association's sign with the President, instruments requiring the Secretary's

signature, and shall make such reports and perform other duties incidental to the office or properly requested by the Board of Directors.

The Treasurer or Designee shall oversee all funds of the Association; the depositing, when necessary, of the same in the name of the Association in such bank or banks which are designated by the Board of Directors; the dispersing of funds only in accordance with the authority of the Board of Directors; and, shall make such reports and perform other duties incidental to the office or properly requested by the Board of Directors.

Members at Large shall represent the MSCCA's mission for the advancement of licensed, professional, quality early child care and education throughout the state. Members at large shall serve on at least one committee as appointed by the President and shall be active participants in MSCCA sponsored events and trainings.

Each member of the board, with the exception of the President, shall chair a standing or ad hoc committee of the Association.

Executive Committee – The President, First and Second Vice Presidents, Emeritus, Secretary, Treasurer and The Immediate Past President shall constitute the Executive Committee. The Executive Committee shall exercise the powers of the Board of Directors when the Board of Directors is not in session, reporting to the Board of Directors any actions taken at the Board's next meeting. The Executive Committee shall have the power, within the broad scope of the policies adopted by the Association and/or the Board of Directors, to perform, delegate, authorize, empower and approve such action as, in its sole discretion, shall be necessarily required to advance the best interests of the Association.

Emeritus- One retired from professional life but permitted to retain as an honorary title the rank of the last office held.