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Arizona Association for the
Education of Young Children



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**Be an ambassador for
Arizona's Children & the
Early Childhood Workforce!**

Apply to serve on the AzAEYC
Governing Board!

azaeyc.org/join-our-board

Who We Are

Arizona Association for the Education of Young Children (AzAEYC) is a 501(c)(3) nonprofit early childhood membership organization and is one of two state affiliates in Arizona of the [National Association for the Education of Young Children \(NAEYC\)](#).

What We Do

AzAEYC's signature projects include [AZToolkit child care business resources](#), [early childhood program / college accreditation](#), and [advocacy and leadership training](#). For more information visit: azaeyc.org.

What a Board Member Does

AzAEYC Governing Board Members are volunteers who are elected into office by AzAEYC members. AzAEYC Governing Board Members are ambassadors for children and the early childhood workforce across the state! As a board member, you will provide leadership and drive the path of the Association.

Serving on the AzAEYC Governing Board is an extraordinary opportunity for early childhood professionals who are passionate about quality and accessible early care and education for Arizona's



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youngest learners, deeply committed to the values of equity and collaboration, and skilled (or up-and-coming) leaders. As a board member, you will commit to:

- Actively attend 12 board meetings per year (one time per month on the second Monday of each month) virtually and with some in-person meetings.
- Contribute service including, but not limited to, attending in-person and/or virtual meetings, board retreats, community events, email correspondence, committees and workgroups, and networking in the community.
- Maintain financial accountability for the organization by approving financial statements. Exercise due diligence to oversee the organization is well managed and its finances remain sound.
- Share your expertise to ensure all of Arizona's children, families and early childhood professionals thrive.
- Plan and support the early childhood profession through various events. Board Members contribute in-kind hours by volunteering at events or sponsoring items.

Board members must adhere to the [NAEYC Code of Ethical Conduct and Statement of Commitment](#) and meet the expectations defined by the description for their position on the Board. *Descriptions are provided on the following pages.*

AzAEYC Current State: AzAEYC is in an exciting growth phase. Our early childhood professional development programs and advocacy training have gained significant traction in the community, we've built strong relationships with community collaborators as a trusted statewide partner, and our highly engaged and high-energy Governing Board is strategically planning for the future growth of AzAEYC.

What We are Looking For

As we build our organizational capacity, we are seeking board members with the following experience and qualities to contribute to our growth. We are looking for diverse backgrounds, individual strengths and capabilities, in addition to,

- Strong belief that Arizona's children and families deserve quality, accessible early care and education.
- Willingness to be a vocal advocate for the early childhood profession and AzAEYC.
- Interest in contributing or developing early childhood leadership skills to the growth of AzAEYC.
- Relationships or networks with parents of young children, early childhood educators, and/or community partners.
- Passion for the field and making a difference.



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The current governing board and staff have reviewed our organizational needs and have identified the need for early childhood professionals and community members with the following experience, representation, and/or connections. We want to prioritize recruiting board members who are:

- Infant, toddler, and preschool teachers who work directly with children
- Early childhood educators who are tribal members
- Bilingual English/Spanish individuals
- Individuals with advocacy and policy experience (specifically in education or early learning policy at the state or national level)
- Individuals with experience in business development and growth

Open Board Positions

1. [President-Elect](#)
2. [Vice President of Development](#)
3. [Vice President of Membership and Communication](#)
4. [Secretary](#)
5. [Member-at-Large](#)
6. [Member-at-Large Higher Education Representative](#)
7. [Member-at-Large Student Representative](#)
8. [Chapter Chair Northern Az](#)
9. [Chapter Chair Pinal/Gila](#)
10. [Chapter Chair Maricopa](#)
11. [Chapter Chair Yuma](#)

Looking for experience serving on a governing board? AzAEYC provides resources and mentorship to help you learn how to be an effective, engaged Governing Board member.

Questions or need technical assistance? Contact Albert Murrieta, Interim Executive Director, amurrieta@azaeyc.org



Serving on the AzAECYC Governing Board

Governing Board Calendar of Events - Required Meetings

Executive Committee Governing Board Meeting	Monday, January 13, 2025 Monday, January 13, 2025	5:30-6:30 pm 6:30-7:30 pm
Executive Committee Governing Board Meeting	Monday, February 10, 2025 Monday, February 10, 2025	5:30-6:30 pm 6:30-7:30 pm
Executive Committee Governing Board Meeting	Monday, March 10, 2025 Monday, March 10, 2025	5:30-6:30 pm 6:30-7:30 pm
All-Member Quarterly Meeting	Wednesday, March 12, 2025	5:30-6:30 pm
Executive Committee Governing Board Meeting	Monday, April 14, 2025 Monday, April 14, 2025	5:30-6:30 pm 6:30-7:30 pm
Executive Committee Governing Board Meeting	Monday, May 12, 2025 Monday, May 12, 2025	5:30-6:30 pm 6:30-7:30 pm
Executive Committee Governing Board Meeting	Monday, June 9, 2025 Monday, June 9, 2025	5:30-6:30 pm 6:30-7:30 pm
All-Member Quarterly Meeting	Wednesday, June 11, 2025	5:30-6:30 pm
Executive Committee Governing Board Meeting	Monday, July 14, 2025 Monday, July 14, 2025	5:30-6:30 pm 6:30-7:30 pm
Executive Committee Governing Board Meeting	Monday, August 11, 2025 Monday, August 11, 2025	5:30-6:30 pm 6:30-7:30 pm
Executive Committee Governing Board Meeting	Monday, September 8, 2025 Monday, September 8, 2025	5:30-6:30 pm 6:30-7:30 pm
All-Member Quarterly Meeting	Wednesday, September 10, 2025	5:30-6:30 pm
Executive Committee Governing Board Meeting	Monday, October 6, 2025 Monday, October 6, 2025	5:30-6:30 pm 6:30-7:30 pm
Executive Committee Governing Board Meeting	Monday, November 10, 2025 Monday, November 10, 2025	5:30-6:30 pm 6:30-7:30 pm



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Executive Committee Governing Board Meeting	Monday, December 8, 2025 5:30-6:30 pm	5:30-6:30 pm
	Monday, December 8, 2025 6:30-7:30 pm	6:30-7:30 pm

NAEYC and AzAEYC Events

Early Childhood Day at the State Capitol February 2025 8 am -1 pm Arizona State Capitol, 1700 W Washington St, Phoenix, AZ 85007	NAEYC Public Policy Forum February 23-25, 2025 Washington D.C.
NAEYC Annual Conference 2025 Wednesday, November 19-Saturday, November 22, 2025 Orlando, FL	Annual Membership Meeting, PD & Breakfast Saturday, November 2025 9:00-12:00 pm In-Person



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JOB DESCRIPTION: PRESIDENT-ELECT (then President 1/1/26-12/31/27)

TERM OF OFFICE: 1 year, to be elected in even-numbered years

PURPOSE: The President-Elect is a voting member of the Arizona AEYC Governing board and a member of the Executive Committee. The President Elect will serve as a key leader within Arizona AEYC, preparing to assume the presidency and ensuring the organization's mission, vision and strategic goals are effectively advanced.

This position involves working closely with the current President, the Board of Directors, Affiliate Chapters and the membership to enhance organizational initiatives and foster member engagement. The President-Elect serves on the public policy, finance, and other committees as appropriate.

KEY RESPONSIBILITIES:

- **Leadership Support:** Assist the President in overseeing the organization's operations and strategic direction. Step in for the President as needed and represent the organization at events, meetings, and public engagements.
- **Board Collaboration:** Collaborate with the Board of Directors on policy development, governance, and strategic planning. Participate in board meetings, committees and workgroups to understand organizational priorities.
- **Membership Engagement:** Promote member engagement by developing initiatives that address member needs and enhance their experience. Foster communication between the Board of Directors, members, and affiliate chapters encouraging feedback and participation.
- **Strategic Planning:** Contribute to the development and implementation of the organization's strategic plan, ensuring alignment with the mission. Assist in identifying opportunities for growth and improvement within the organization.
- **Event Participation:** Play an active role in organizing and participating in member events, workshops, and fundraising activities. Support outreach efforts to engage new members and retain existing ones.
- **Transition Planning:** Prepare for the transition to the presidency by developing a deep understanding of organizational operations, programs, and challenges. Work closely with the current President to ensure a smooth and effective leadership transition.
- Fills the office of President should that office become vacant.
- Performs other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services and the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Ability to understand concepts and articulate ideas
- Proven experience in a leadership role
- Prior successful board experience



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JOB DESCRIPTION: VICE PRESIDENT OF DEVELOPMENT

TERM OF OFFICE: 2 years, with election in odd-numbered years

PURPOSE: The Vice President of Development is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Vice President of Development works to advance the organization's mission, vision, and values, and upholds the organization's by-laws. The Vice President of Development supports the activities of the finance committee ensuring the financial health and sustainability of the organization.

KEY RESPONSIBILITIES:

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Strategic Fundraising and Development Planning: Develop and implement a comprehensive fundraising strategy to support the organization's goals, including events, grants, and donor programs. Collaborate with the Executive Director and finance committee to create sustainable revenue streams. Establish annual fundraising goals and oversee efforts to meet or exceed.
- Donor Relations and Stewardship: Cultivate relationships with potential and existing donors, including individuals, corporations, and foundations. Oversee donor acknowledgment and recognition programs, ensuring that contributors are appropriately thanked and engaged.
- Event Planning and Execution: Oversee the planning and execution of fundraising events, such as galas, donor luncheons, and community engagement events. Work closely with volunteers and staff to ensure successful event management.
- Budget Oversight: Collaborate with the finance committee to monitor the budget and ensure that fundraising and development activities are cost-effective and aligned with financial goals. Assist in the preparation of the organization's annual budget as it relates to development efforts.
- Performs other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services, and the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Strong background and experience in funding, development, organizational advancements, and major gifts
- Ability to understand concepts and articulate ideas
- Proven experience in a leadership role



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JOB DESCRIPTION: VICE PRESIDENT OF MEMBERSHIP AND COMMUNICATION

TERM OF OFFICE: 2 years, with election in even-numbered years

PURPOSE: The Vice President of Membership and Communication is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Vice President of Membership and Communication works to advance the mission, vision and values determined by the organization and to uphold the by-laws adopted by the organization.

This position plays a key leadership role in enhancing the visibility, engagement, and growth of Arizona AEYC. The VP of Membership and Communication is responsible for developing and implementing strategies to attract and retain members while effectively communicating the organization's mission and impact. The VP of Membership and Communication oversees the on-going activities of the membership committee.

KEY RESPONSIBILITIES:

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Membership Strategy: Develop and execute a comprehensive membership strategy to increase membership numbers and engagement. Analyze membership trends and develop targeted initiatives to attract diverse populations and communities.
- Member Engagement: Create and implement events that enhance member experience and foster community. Establish and maintain strong relationships with members to understand their needs and improve retention. Facilitates communication between affiliate chapters and assists with their development and management.
- Communication and Marketing: Oversee all communications, including newsletters, social media, website content, and press releases, ensuring alignment with the organization's mission and branding. Develop and implement a communication strategy to raise awareness of the organization's activities and impact.
- Advocacy and Outreach: Represent the organization at events, conferences, and community gatherings to promote membership and engagement. Collaborate with community partners and stakeholders to expand outreach efforts and partnerships.
- Team Leadership: Lead and mentor the membership committee, fostering a collaborative and innovative work environment. Set performance goals and provide ongoing support and development opportunities.
- Performs duties of the Arizona AEYC President and/or President-Elect in absence.
- Performs other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services, and the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Proven experience in a leadership role



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JOB DESCRIPTION: SECRETARY

TERM OF OFFICE: 2 years, with election in even-numbered years

PURPOSE: The Secretary is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Secretary works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization.

The position plays a crucial role in supporting the governance and operational effectiveness of Arizona AEYC. This position is responsible for maintaining accurate records, facilitating communication among board members, and ensuring compliance with organizational policies and regulations.

KEY RESPONSIBILITIES:

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Documentation: Prepare and distribute agendas for board meetings. Take accurate minutes during meetings and distribute them to board members in a timely manner. Maintain official records of the organization, including meeting minutes, bylaws, and policies.
- Communication: Serve as the primary point of contact for board members regarding meeting schedules, documents, and other communications.
- Compliance: Ensure the organization adheres to all legal and regulatory requirements, including filing necessary documentation with governmental entities. Assist in the preparation and maintenance of board policies and governance documents.
- Support: Work closely with the Governing Board President and other members to support board activities and initiatives. Participate in committees and workgroups and provide support as needed.
- Orientation: Assist in onboarding new board members, providing them with necessary information and resources to fulfill their roles effectively.
- Performs any other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values, mission, goals, organization and services
- Knowledge of the early childhood community
- Familiarity with legal documents (articles, by-laws, IRS determination letter, etc.) to note applicability during meetings
- Ability to record and maintain minutes and written documentation
- Knowledge of Microsoft Word and AI tools for transcription



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JOB DESCRIPTION: MEMBER-AT-LARGE

TERM OF OFFICE: 2 years, with election in even-numbered years

PURPOSE: The Member-at-Large is a voting member of the Arizona AEYC Governing Board. The Member-at-Large works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization. The Member-at-Large actively participates in a committee of choice.

KEY RESPONSIBILITIES:

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Provide insight and feedback from the membership to inform board decisions and initiatives.
- Assist in the development and implementation of organizational policies, programs, and strategic goals.
- Participates in fundraising efforts and community outreach initiatives.
- Collaborates with board members on special projects, training events, committees and workgroups.
- Serves as an ambassador for Arizona AEYC promoting our mission within the community.
- Performs other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values, mission, goals, organization and services
- Knowledge of the early childhood community



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JOB DESCRIPTION: MEMBER-AT-LARGE, HIGHER EDUCATION REPRESENTATIVE

TERM OF OFFICE: 2 year, with election in odd-numbered years

PURPOSE: The Member-at-Large Higher Education Representative is a voting member of the Arizona AEYC Governing Board. The Member-at-Large Higher Education Representative works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization. The Higher Education Representative actively participates in a committee of choice.

KEY RESPONSIBILITIES:

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Focus on improving the quality of pre-service and in-service learning for early childhood educators and supporting higher education programs to work towards NAEYC accreditation.
- Provide insight and feedback from the membership to inform board decisions and initiatives.
- Assist in the development and implementation of organizational policies, programs, and strategic goals.
- Participates in fundraising efforts and community outreach initiatives.
- Collaborates with board members on special projects, training events, committees and workgroups.
- Serves as an ambassador for Arizona AEYC promoting our mission within the community.
- Performs other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values, mission, goals, organization and services
- Current faculty at a higher education program in Arizona in early childhood education or related field



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JOB DESCRIPTION: MEMBER-AT-LARGE, STUDENT REPRESENTATIVE

TERM OF OFFICE: 2 years, with election in even-numbered years

PURPOSE: The Member-at-Large Student Representative is a voting member of the Arizona AEYC Governing Board. The Member-at-Large Student Representative works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization. The Student Representative actively participates in a committee of choice.

KEY RESPONSIBILITIES:

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Advocate and support students in the field of early childhood education.
- Provide insight and feedback from the membership to inform board decisions and initiatives.
- Assist in the development and implementation of organizational policies, programs, and strategic goals.
- Participates in fundraising efforts and community outreach initiatives.
- Collaborates with board members on special projects, training events, committees and workgroups.
- Serves as an ambassador for Arizona AEYC promoting our mission within the community.
- Performs other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values, mission, goals, organization and services
- Current and active student enrolled in an early childhood degree program or a degree program in a closely related field of study



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JOB DESCRIPTION: CHAPTER CHAIR (NORTHERN AZ, PINAL/GILA, MARICOPA, YUMA)

TERM OF OFFICE: 2 years, with election in even-numbered years (Northern AZ, Pinal/Gila)

TERM OF OFFICE: 1 year (1/1/25-12/31/25), then with election in odd-numbered years moving to two year term (Maricopa, Yuma)

PURPOSE: The Chapter Chair is a voting member of the Arizona AEYC Governing Board. The Chapter Chair works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization.

The position is a key leadership role within Arizona AEYC, responsible for guiding the chapter's initiatives and fostering a strong community among members. This role requires a dedicated individual who is passionate and skilled in mobilizing resources and engaging members. The Chapter Chair actively participates in the membership committee and may hold another position on the Governing Board at the same time.

KEY RESPONSIBILITIES:

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Leadership and Governance: Facilitate chapter meetings and ensure effective communication among members. Develop and implement strategic plans that align with the organization's mission and goals. Ensure the chapter operates in compliance with organizational policies and governance standards.
- Membership Engagement: Drive initiatives to recruit, retain, and engage members, enhancing their overall experience. Foster a welcoming and inclusive environment, addressing member needs and feedback.
- Program Development: Plan and execute educational programs, workshops, and events that promote the chapter's objectives. Collaborate with members and local partners to enhance programming and community outreach.
- Financial Management: Oversee the chapter budget and ensure responsible financial practices. Identify funding opportunities, including grants and sponsorships, to support chapter activities.
- Advocacy and Outreach: Represent the chapter at local events, advocating for member interests. Build relationships with community stakeholders and organizations to enhance the chapter's impact.
- Communication: Manage chapter communications, including newsletters, social media, and meeting announcements. Share success stories and promote chapter initiatives to raise awareness and encourage participation.
- Performs other duties as assigned by the Board President.

QUALIFICATIONS:

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values, mission, goals, organization and services
- Knowledge of the early childhood community