

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