

**Steering
Committee Job
Descriptions**

February 14

2018

for all offices



Family Child Care Professionals of South Dakota, Inc.

to empower family child care providers and achieve high quality care for all South Dakota children

530 Berry Blvd•Rapid City•SD 57702

605.342.0573

admin@fccpsd.org

www.fccpsd.org

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Procedure Guide for Past Chair

Area of Responsibility

Board Development Committee

The Past Chair shall:

- A. Assist the Chair in the performance of the Chair's duties;
- B. Perform the duties of a process monitor during meetings;
- C. Perform such other duties as assigned by the Steering Committee.

Goals

Support the board members through the wisdom and experience gained as a Chair the previous years.

Objectives

Leadership training, expressions of appreciation, and evaluation.

To record a brief account of the association's previous year for inclusion in the history of FCCPSD.

To see that the documents and other association assets are protected and shared.

To recruit new members to the board.

See that an annual audit is completed.

Researching and overseeing grant writing opportunities.

Procedure Guide for Chair

Area of Responsibility

General governance of the organization

The Chair shall:

- A. provide an agenda for meetings;
- B. facilitate the meetings, both Steering Committee and general membership meetings, to assure that the meetings are conducted in an orderly, democratic manner which enables every member to participate in the process of decision making;
- C. see that the decisions of the association are implemented according to the association's wishes;
- D. contact the calling committee when necessary;
- E. be knowledgeable of state regulations and legislation changes;
- F. collaborate with agencies and associations on behalf of the association with the oversight of the Steering Committee;
- G. serve as ex officio a member of all committees except the nominating committee;
- H. serve on committees as the representative of the association; and
- I. perform such other duties applicable to the office by the parliamentary authority adopted by the association.

Purpose

Create an atmosphere within the board to enable it to function at its highest level of efficiency by maintaining communication, increasing morale, cooperation, enthusiasm, facilitating decision making, and creating the climate for the board to work together to create direction, purpose and mission accomplishment.

Goals

Create an atmosphere of openness that allows the fullest expression of each member's creativity and passion to reach their goals for their areas.

Procedure

Conduct two board trainings in the year having to do with leadership

Review and update the Strategic Plan

Review Policies and Procedures

Review Job Descriptions

See that an annual budget is approved at the fall or winter meeting for the coming year

See that the conference budget is approved at the summer meeting

See that a nominating committee chair is appointed at the fall or winter meeting

Procedure Guide for Chair-Elect

Area of Responsibility

Membership Chair

Supporting the work of the Chair by advising, along with the Past Chair

The Chair-Elect shall:

- A. assist and support the Chair as requested by the Chair or Steering Committee;
- B. assume the Chair's duties during any absence of the Chair;
- C. assume the charting duties for meetings or provide a substitute;
- D. perform the duties of a membership coordinator; and
- E. perform such other duties applicable to the office by the parliamentary authority adopted by the association.

Goals

To ensure the continued growth of the organization, maintain a current roster so that the association communications are delivered to the members, to analyze the status of the membership as pertains to the child care field.

Objectives

Increase membership through the use of membership drives, visibility at family child care trainings such as food program meetings, and other methods; maintain a clean and accurate list of members and their contact information that is consistent between Excel and Constant Contact.

Procedures

New Members

1. Receive a member application from the web site, mail, or Constant Contact.
2. Send information to board members for a vote on the member's application.
3. Enter information into the "Join" form on our website if it came by paper.
4. Email the new member the membership documents through Constant Contact.
5. Note the date the documents were sent.

Unsubscribes

Receive an unsubscribe notice in Constant Contact. No action necessary.

Bounces

Delete email address from Constant Contact.

Timeline

Review and update the welcome email from Constant Contact.

Review the four Autoresponder emails in Constant Contact and update. These are sent once a week after they join.

Prepare and support a membership drive sometime in the year.

Email new members their membership documents which include the member card, the welcome letter and the bylaws.

Timeline

Once a month, at the minimum. attempt contact of bounced members.

Follow procedures for member applications.

Plan and execute a member drive

Prior to each Steering Committee meeting, export a member report from Constant Contact and replace the report that is on the Google Drive at FCCPSD Steering Committee/Members

Procedure Guide for Secretary

Area of Responsibility

Correspondence, record keeping, and taking minutes for the association's Steering Committee, Conference Committee, and Annual Member Meeting of the association.

The Secretary shall:

- A. be responsible for keeping accurate minutes of meetings of the association and the meetings of the Steering Committee and file committee reports;
- B. send copies of the minutes to the Steering Committee within seven days of a meeting;
- C. keep a separate record of the Standing Rules noting the date of adoption of each rule and dates of any amendments or revocations;
- D. be responsible for sending correspondence as directed by the Chair or the Steering Committee;
- E. perform such other duties applicable to the office by the parliamentary authority adopted by the association.

Goals

To keep official documentation of the decisions of the Board, Conference Committee, its member meetings, elections and correspondence to enable it to meet its obligations to South Dakota as a non-profit corporation and to the IRS as a 501(c)3 designated charitable organization and to its members.

Objectives

To keep track of all ongoing decisions, to give a record to the members of committees of what transpired at the last meeting, in a timely manner, and to keep a record of standing decisions so that they can be reviewed annually. To keep a copy of the official documents of the organization. To assist the Chair in any secretarial duties that may be required. To participate in the education of the association by contributing a feature article to the newsletter each month it is published.

Procedures

Record minutes and email them to committee members within one week of the meeting.

Keep a separate record of standing decisions of the Board and alert the Chair to any that might be relevant to the current discussion at a meeting. Give the Chair a list of the decisions and when they were voted upon in September of each year so the Steering Committee can review them. Any decision can be overturned at any time, but it is useful to have the decisions known.

Write thank you notes on behalf of the Association when needed.

Keep a list of our benefactors and write notes of appreciation for their generosity.

Procedure Guide for Treasurer

Area of Responsibility

Recording accurately the financial transactions of Family Child Care Professionals of South Dakota, Inc., seeing that its financial obligations are met, assisting the Steering Committee in setting a budget for its annual operations and for the conference, and overseeing the overall fiscal health of the organization.

The Treasurer shall:

- A. be responsible for the collection of dues, fees, donations, and other income, write receipts for these funds, and deposit funds into those accounts at such banks and financial institutions as the Steering Committee shall direct;
- B. pay association expenses from association funds as directed by the association;
- D. make a report at each Steering Committee meeting which shall include starting balance, income totals with an account of categories of income, expense total with an account of categories of expenses, and ending balance;
- E. prepare a financial report to be given at the annual meeting;
- F. submit an annual report and all other records to the audit committee within thirty (30) days of the ending of the fiscal year and fourteen (14) days before elections;
- G. perform such other duties applicable to the office by the parliamentary authority adopted by the association.

Goals

To record accurately the financial transactions, to keep the association financially stable and responsible in its spending.

Objectives

To maintain financial stability while expanding the reach of the association's charitable educational purpose.

Procedures

Enter transactions into Quicken and categorize. Expenses and Income fall into one of three general categories: General and Management; Programs, Fundraising

That is the first cut. Programs are the activities that support our reason for existence – which is education. So all activities that generate income from the conference fall under “Program Income” and all expenses are “Program Expenses” with categories under that. Office supplies, postage, etc. are “General and Management” and shirt expenses are “Fundraising” expenses. The categories are created in Quicken already. The totals from reports should be entered into the financial tab on the FCCPSD Financial History just before a board meeting. The board can receive a category report without all the transaction detail. The Chairs need a transaction report.

Scan to a PDF all checks deposited. Email the scan to the Resource Manual coordinator.

Every month, download the bank transactions to Quicken. Open each check and deposit link and save each one as a full PDF, in the appropriate folders. In a binder, to blank paper, staple each supporting document for transactions, in

chronological order. Receipts, deposit slips, check duplicates, etc. Write the purpose and category on the paper that you enter into Quicken. Keep a binder for each year. Each year the binder needs to be audited by two members. Attach a statement about the result of the audit to the back of the binder.

Every month, take a screen shot of the bank online screen and email it to Steering.

The credit card is paid automatically on the due date, in full.

Conference

Timeline

Budget for next year to be completed in the fall; January at the latest.

All accounts should be reconciled and rechecked for the previous year by April 1 for inclusion in the Treasurer's report in the Conference Program/Annual Report.

An audit needs to be performed between the conference and the summer board meeting so the new treasurer can be sure everything is in order upon taking the responsibility of the position.

Procedure Guide for Networking

Area of Responsibility

All communications of the association which include, at this time, our web site, newsletter, Pinterest, and Facebook.

The Networking Chair shall:

- A. coordinate the work of the networking committee;
- B. see that the association's newsletter is published at the direction of the Steering Committee using association funds;
- C. keep a file of previous newsletters;
- D. see that the association's web page is developed and maintained; and
- E. perform any other duties as directed by the Steering Committee.

Goals

To keep our membership informed of the work of the association, to educate and increase the quality of child care through our communications, and to provide a means whereby they may make connections with each other for support and encouragement, and find the resources they need to do their work well.

Objectives

Maintain an active and current web site that promotes the association's mission.

Produce a newsletter at least ten times per year, with articles that are educational, inspiring, and interesting to read that will keep our membership active and interested in doing their best for the children in their care.

To maintain an active Facebook presence for the benefit of our members.

To maintain an active Pinterest presence for the benefit of our members.

Policies

Due to the stated IRS policy governing charitable organizations, **The organization must not be organized or operated for the benefit of private interests, (see Critical Organization Information/Nonprofit Incorporation Information,)** no referrals for child care will be made by our organization. Refer seekers to local organizations or individuals who are able to make these referrals.

Facebook

At this time, FCCPSD maintains 2 Facebook Groups ~ FCCPSD (a closed Facebook Group) and Family Child Care Professionals of South Dakota (an open Facebook Group). The difference between the 2 groups is that FCCPSD is for members ONLY. The Networking Chair will verify all FCCPSD Facebook group requests to the Current Membership List. If the requestor is not a FCCPSD member, a Facebook message is sent to the person explaining they need to be an FCCPSD member and add the link to join the Association at the Join tab on fccpsd.org or sdchildcare.org.. Members who unsubscribe should have their access removed in a timely manner.

With Family Child Care Professional of South Dakota Facebook members, the Networking Chair tries to the best of their ability to make sure the requestor is not a spammer (i.e. Joined Facebook less than a month ago and member of 19 groups.)

There will be 2 admins for both Facebook Groups. The Networking Chair and the Steering Committee Chair will be the admins.

Part of maintaining the Facebook groups is to try to engage the membership in conversations and sharing ideas with the groups.

Our closed Facebook page at

https://www.facebook.com/login.php?next=https%3A%2F%2Fwww.facebook.com%2Fhome.php%3Fsk%3Dgroup_179613285409719%26ap%3D1

Pinterest is a resource for our membership to find ideas on many topics ranging from activity ideas to meal recipes.

Procedures

Receive newsletter articles from Steering members by the 20th of the month. Layout the design. Insert photos. Send to publications for proofing, usually through the Google Drive. Publications will email you a PDF of the draft which you email to the rest of Steering for updates/corrections. Once that is complete, publications will make a final PDF, place it on the website and give you a link. In Constant Contact you will make the cover email with the link to the newsletter and send to the membership by the 10th of the month.

Website are being maintained by the website subcommittee.

Recruit people to regularly post on Facebook. Consider ways to promote traffic.

Timeline

Newsletter out by 10th.

Website updated quarterly.

Be an active participant on Facebook.

Update Pinterest by pinning items to the boards once a week.

Procedure Guide for Professional Development

Area of Responsibility

The responsibility of the Professional Development Chair is to provide ways for providers to expand their knowledge regarding the care of young children and to implement best practices in the field of child care.

The Professional Development Chair shall:

- A. Coordinate the work of the professional development committee;
- B. Collaborate with the regional networks through the state representatives;
- C. Seek opportunities to increase the professionalism of family child care providers in South Dakota; and
- D. Seek out and share information about resources for child care professionals.

Goals

Professional development can take many paths, but continued learning, applying, and growth in the field is required to increase the quality of child care. Our mission is to "...achieve quality child care for all South Dakota children" and the Professional Development Chair is a key person to help that happen.

Objectives

Conduct and/or organize 2 regional meetings which include trainings in the state each year.

Provide for recognition of providers' achievements in the year.

Connect providers with training opportunities and motivate them to attend.

Procedures

Write articles for the newsletter that can be training articles, or which refer to research about child care and children with a summary, impression and links to the original article, or a piece which in some other way promotes the professional development of providers.

Arrange for 2 Meet Your FCCPSD meetings in a year. These regional meetings are held throughout South Dakota for the purpose of networking, introducing FCCPSD to the region, and providing a training opportunity to them.

Create ways to support, encourage and recognize providers who are on the path to professionalism such as attaining or pursuing their CDA, NAFCC Accreditation, or Early Childhood Education degree.

Seeks opportunities to increase the professionalism of family child care providers in South Dakota.

Seeks out and shares information about resources for child care professionals.

Timeline

Arrange for meetings in the summer and early fall for best weather and attendance.

Procedure Guide for Advocacy

Area of Responsibility

Advocacy is responsible for advocating for the family child care profession.

The Advocacy Chair shall:

- A. Coordinate the work of the advocacy committee;
- B. Promote high quality in family child care;
- C. Engage in public education campaigns;
- D. Collaborate with other agencies and associations promoting quality care for children; and
- E. Inform members of public policy issues concerning child care.

Purpose

Advocacy takes many forms. We advocate for the benefit to the children, to the families we serve, and to the community that needs the care we provide. We advocate for the opportunity to provide these services. While recognizing that quality care isn't a matter of place as it is a matter of the quality of the provider's interaction with the children, we advocate for the right to care for children in our homes and advocate for the respect of our profession.

Goals

To promote family child care as a professional service. To monitor the state and federal governments when they deal with issues that affect our businesses. To educate providers, families, and the communities in South Dakota about the value of quality care and what it looks like in a home or small group setting.

Objectives

Engage in public education campaigns.

Collaborate with other agencies and associations promoting quality care for children.

Informs members of public policy issues concerning child care.

Write articles for the newsletter advocating quality care.

Timeline

Legislative session begins in January.

Track bills relating to child care



South Dakota Legislature

Legislative Research Council

<http://legis.sd.gov/>

Sign up for emails and specify your area of interest here:

http://legis.sd.gov/My_LRC/index.aspx

Monitor the Federal Government.

CDBG (Child Development Block Grant) or CCDF (Child Care Development Fund)

<http://www.acf.hhs.gov/programs/occ/ccdf-reauthorization>

Monitor some or all of these resources and report to the membership through the Newsletter, Mass Email (when time is of the essence) or Facebook when issues have the potential to affect them or their business. Some sites are of interest when comparing child care regulations with South Dakota's.

National Conference of State Legislatures <http://www.ncsl.org/research/human-services/child-care-and-early-education-legislation-databas.aspx> From the website: The Early Care and Education database tracks and updates early care and education legislation from the 2008-2015 legislative sessions for 50 states and the territories. Issues include child care and child care financing, early childhood services, prekindergarten, professional development, home visiting, infants and toddlers, and financing early education. Legislation can be searched by state, topic, status, primary sponsor, bill number or keyword. This database, which is updated biweekly, is made possible by the generous support of the Alliance for Early Success.

Office of Child Care: <http://www.acf.hhs.gov/programs/occ> Provides the latest updates about the CCDBG (Child Care Development Block Grant) and other topics. Provides links to articles about children and issues that are of interest to our members. *Recommendation: Read some of the articles for "summary report" and link to original article for monthly newsletter article.*

Child Care Aware of America <http://usa.childcareaware.org/>

<http://usa.childcareaware.org/news-press/org/news-press/>

Resources for child development and other issues that can be turned into articles that educate parents and providers about children and thus raise the quality of care at home and at day care:

Easter Seals has a free online child development screening tool for parents to use. Highly recommended.

<http://www.easterseals.com/mtffc/resources.html>

National Resource Center for Health and Safety in Child Care and Early Education <http://cfoc.nrckids.org/>

American Academy of Pediatrics <https://www.aap.org/en-us/Pages/Default.aspx>

Parents Magazine <http://www.parents.com/>

<http://www.cdc.gov/ncbddd/childdevelopment/facts.html>

<http://www.cdc.gov/parents/essentials/index.html>

<http://www.cdc.gov/ncbddd/childdevelopment/positiveparenting/index.html>

<http://www.cdc.gov/ncbddd/childdevelopment/mentalhealth.html>

<http://www.cdc.gov/ncbddd/childdevelopment/conditions.html>

<http://www.cdc.gov/ncbddd/childdevelopment/data.html>

<http://www.cdc.gov/ncbddd/childdevelopment/articles.html>

<http://www.cdc.gov/ncbddd/childdevelopment/freematerials.html>

<http://www.cdc.gov/ncbddd/childdevelopment/multimedia.html>

<http://www.cdc.gov/Features/ChildrensMentalHealth/>

There are more and they continually are adding pages and articles at the Center for Disease Control

Engage in public education campaigns.

This can be alerting the membership of campaigns for child safety, health, fire safety, such as the “Safe to Sleep” campaign, Fire Prevention Week, Check the Back Seat, etc.

Collaborate with other agencies and associations promoting quality care for children.

Collaboration fosters support from other organizations and is an effective means of strengthening all of us as we serve overlapping populations of people with the same messages that concern and apply to all of us.

Informs members of public policy issues concerning child care.

As an example, the CACFP guidelines are under review and modification (2015). The CDBG Reauthorization of 2014 is causing major changes in child care regulations and will continue to do so in our state as the changes are implemented. Monitoring these and reporting to the membership is an important part of advocacy.

Write articles for the newsletter advocating quality care.

These can be your summaries of research articles, or articles written by well-respected authorities on the subject, with your impressions, and a link to the original article.

Procedure Guide for Conference Chair

Area of Responsibility

The annual conference as set forth in our bylaws.

The Conference Chair shall:

- A. Coordinate the annual state conference;
- B. Select a Conference Committee and coordinate this committee's work of planning the annual state conference with the financial oversight of the Steering Committee;
- C. Assist the Steering Committee as it selects the conference speaker and the site of the conference;
- D. Assist the Steering Committee as it sets the conference budget.

Purpose

The primary purpose of the conference is to fulfill our organization's charitable purpose of education of child care providers and parents.

Secondary purposes and benefits of the conference include, and are not limited to leadership development, personal growth of those who work on the committee, a chance to work with new people and make friends, a way to connect and enjoy a project that is bigger than any one person can put together, a way to express one's talents for a common good.

Goals

The primary goal is the growth and development of child care providers and parents who attend the conference.

Secondary goals include: making a profit to run the association for the coming year, growing leaders for the association board,

Objectives

See the Conference Handbook

Procedures

See the Conference Handbook

Timeline

Inside the Conference Handbook

Procedure Guide for Conference Chair-Elect

Area of Responsibility

The role of the Conference Chair-Elect is primarily one of learning how the conference is run and assisting the Conference Chair in duties that she specifically assigns to the Chair-Elect with the goal of giving the Chair-Elect hands-on experience that will enable her to perform the Chair duties the next year.

The Conference Chair-Elect shall:

- A. Assist the Conference Chair in the coordination of the annual state conference;
- B. Learn the role and responsibilities of the Conference Chair position.

Purpose

Chairing a conference is a very demanding job. Having an assistant can lighten the load considerably. Being part of the conference planning the year prior will enable the new Chair to lead more effectively, assuring a smooth conference experience. Being able to select theme, logo and Keynote enables the Chair-Elect to have ownership and pride in a well-run conference when she takes the project through to completion.

Goals

Researching conference locations for the conference two and three years in the future. Researching and selecting a Keynote Presenter for your conference. Selecting a conference theme. Working with Publications to create your conference logo based on your theme. Studying the Conference Handbook so you are familiar with each area's responsibilities. Assisting the Conference Chair in any aspect of the conference in which she gives you assignments.

Objectives

Site, theme, logo, and Keynote will be secured before the end of the Chair-Elect's term. By the end of the term as Chair-Elect she will have had hands-on experience in making decisions with the Conference Chair regarding all aspects of the conference. She will feel comfortable in her knowledge of how a conference is run by the end of her term.

Procedures

It is expected that the Chair-Elect will attend all conference committee meetings and conference calls of sub-committees, as much as possible.

The cities have been selected by the Steering Committee. Contact the local visitors' center for information about appropriate hotels that can accommodate our 200 participant conference.

The hotel needs to be booked for two days and should include a banquet area that seats 200, 4 additional break out rooms that hold 45-60 conference style (tables and chairs), and a large vendor area.

Include the information that we will be ordering a Friday evening refreshment, Saturday breakfast, lunch, and refreshments.

Friday evening and Saturday evening we need a room for a conference organizer supper.

Ask about rental fees for rooms and if there is a sleeping room commitment.

Ask about AV equipment expenses, screen expense, stage setup fees, and vendor table fees.

We need a lavalier or headset mic in the banquet room. We need a stage.

If there are fees for vendor tables, we need to know if it is a daily fee or a one-time fee. Is it extra for skirting? Is electricity extra?

In each room we need a screen, projector cart, skirted table at the front, a water station, garbage cans and mic in each room.

Ask about sleeping room discounted price for participants, if the guaranteed rooms must be paid, or if they are released at no charge.

Get a banquet menu.

Once you have narrowed the selections down, give a report at a board meeting, with your recommendations. At that meeting a decision will be made, you will contact the hotel and they will send you a contract to sign. Before signing, scan and send the contract to Steering for a final look at it. Then sign and mail it. If a deposit is required, contact the Treasurer. After you have signed the contract, ask how to attach décor to the walls, what procedure they would like us to follow for the organizer suppers, when the earliest is that we can be setting up the rooms, when we have to be clear of the rooms after the event is concluded. When is check-in and check-out (available on their web site.) Good luck. Remember – these hotels are very anxious for you to book with them and bring them this business. They are trying to win your business as much as you are desiring a great place to hold a conference. The staff in each hotel have been very supportive and eager to meet our needs. Sometimes they can be negotiated to a better deal in order to win the contract.