



2021 Elections Board of Directors

Position Definitions & Procedures

NAFCC is looking for individuals to volunteer who are highly committed to its mission of strengthening the family child care profession and who are dedicated to the organization's goals:

- To strengthen state and local associations as the primary support systems for family child care providers
- To promote NAFCC's Accreditation, a program that recognizes and encourages quality care for children
- To represent family child care providers by advocating for their professional needs and collaborating with other organizations
- To promote the diversity of the family child care profession through leadership development, public education, and policy advocacy supporting high quality family child care

NAFCC's Board of Directors seeks nominations for the position of:

- **President-Elect**
- **Secretary**

The **President - Elect** serves a temporary one-year term alongside the current President in a learning position, followed by 3 years as President, and one year as Past President. Applicants must have served a minimum of two years on the NAFCC Board of Directors.

The **Secretary** serves a 3-year term compiling, distribution, and ensuring the integrity of the Board's documents in an accurate and timely manner.

Qualifications for Board of Directors:

- Be individual members of NAFCC in good standing
- Have documented evidence of their involvement in the family child care profession
- Agree to promote the mission and goals of NAFCC

The Board of Directors shall have the following responsibilities:

- a. To formulate policies and goals by which staff will administer the operation of NAFCC
- b. To promote the mission and goals of NAFCC and maintain positive relationships with family child care providers, advocates, and organizations
- c. To serve as a volunteer at the NAFCC annual conference
- d. To support and promote NAFCC Accreditation
- e. To perform all other fiduciary duties incumbent upon Board Members



The President-Elect shall have the following additional responsibilities:

- a. Functions as a voting member of the Board of Directors.
- b. To advocate for family child care, networking with state and local associations, CCR&R offices, state department contacts, and other early childhood organizations.
- c. Is responsible for knowing what all the committees that report to the Board are doing and attend meetings as needed and/or directed by the President.
- d. Maintains regular contact with the NAFCC office.
- e. Works beside the President in a learning position.
- f. If the President cannot continue the role, the President Elect will function in that role until the end of her/his own term of office expires.
- g. Solicits and gathers possible candidates for Committee Chair, Co-Chair and Assistant Chair appointments and presents them to the President for appointment and final approval by the Board.
- h. Assists the Vice President in the development of the 5-year Strategic Plan and annual review.
- i. President-elect will become President at the end of the current President's term.

The Secretary shall have the following additional responsibilities:

- a. Functions as a voting member of the Board of Directors.
- b. Supports NAFCC office staff in recording all Board business and keeps accurate records of all board business compiled in a safe place.
- c. Updates and maintains Board member/Committee Chair contact lists and handbooks and coordinate its dissemination with the National Office.
- d. Supports the President with any professional correspondence as needed.
- e. Gathers monthly and bi-monthly reports from Board and files them with the National Office for post in the "Board Only" section of the NAFCC website.

If you are interested in being considered for either **President-Elect** or **Secretary**, please submit the following five categories found on page three. All information must be submitted electronically by Monday, January 25th, 2021 to: nominations@nafcc.org



Electronic submission to nominations@nafcc.org by Monday, January 25th, 2021 to be considered it must include the following five categories:

1. Application Information & Questionnaire form (separate attachment).
2. In a 250-word essay that may be published on the NAFCC Board of Director's Nominee Ballot, in first person, state why you should be elected to the position you are seeking.
3. Resume' including 1) Educational Background, 2) Employment/Work Background, 3) Volunteer Experience, and 4) Professional Certifications.
4. Two written recommendations including contact information (name & address of organization, name & title of person offering the recommendation, email address, and phone number) from:
 - one state/national family child care association or organization that works with family child care, **and**
 - one local family child care association or organization that works with family child care.
5. Head shot photo (with a plain background) high resolution digital format.

Incomplete applications will not be considered.

The NAFCC Nominations Committee will review all applications, schedule interviews with all applicants (January 26th thru February 5th), then deliberates and submit recommended nominations for the positions to the NAFCC Board for approval. It is the goal of the Nominations Committee to identify two qualified candidates for each position. Upon approval, all applicants will be informed of their status for the 2021 election. NAFCC's members will vote to fulfill the position of President-Elect and office of Secretary. It is expected that the nominees receiving the most amount of member votes will accept the position. The Induction ceremony is traditionally held at the annual conference, which is being held in New Orleans in 2021. Attendance at the conference is expected. Due to the pandemic, other accommodations may be made.

2021 ELECTION APPLICATION PROCESS
OPEN: Opens Monday, January 11th 2021
Close: Monday, January 25th 2021