

**MEMBERS OF THE NAFCC ACCREDITATION COUNCIL
GENERAL RESPONSIBILITIES AND DUTIES**

Terms of Office

Council Chair: Two years beginning in August

Council Chair Elect: One year beginning in August of the Council Chair's last year

Immediate Past Council Chair: One year beginning in August following the immediate end of the Council Chair's term.

Council Members: Three years beginning in August.

Alternate Council Member: Three years beginning in August. The alternate Council member does not serve on the Council in any official capacity. If ever there is an opening on the Council, the alternate will be given first contact before reaching out to fulfill the vacated position.

Specific Qualifications:

- Commitment, time, and leadership skills to serve effectively in the specific position
- Broad knowledge and awareness of issues facing the field
- Ability to conceptualize the appropriate role of NAFCC Accreditation
- Strong communication and interpersonal skills with ability to objectively consider various perspectives to guide major policy decisions of NAFCC Accreditation
- Ability to work cooperatively and collaboratively with the early care and education community and allied agencies
- Ability to interact positively with diverse groups of people
- Ability to be a public spokesperson on behalf of NAFCC Accreditation and its principles
- Expertise in special areas needed by NAFCC Accreditation, including knowledge of governance, group functioning, management, knowledge and/or experience in other activities and related professional roles

Principal Functions:

- Establish goals consistent with the purpose, vision, and mission of NAFCC to encapsulate the principal function of maintaining the quality and integrity of the accreditation program
- Determine policies, procedures and regulations for the conduct of NAFCC Accreditation Council and
- Monitor organizational performance.

Benchmarks:

- 5 hours/month time investment
- Attendance by video or phone in 85% of monthly meetings (10)

- Active participation in two committees
- Leader of one committee
- Suggestion of one **qualified** candidate each year for new member consideration
- One monthly communication with assigned regional representative
- One monthly posting thread on the NAFCC Accreditation Facebook page
- 80% of council attendance to the annual NAFCC conference – employer, payment plans, donations, participate in fee paid opportunities throughout the year

Professional Expectations:

- Monthly committee reports
- 36-hour response to email requests
- Meet deadlines as defined
- Prompt attendance for meetings
- Advance notification to the council chair, secretary, or committee leader when you cannot fulfill an obligation
- Committee leaders initiate and follow-up on committee progress

Meeting Attendance:

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|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Regularly attend: | Council meetings (monthly)
Committee Meetings (monthly or as scheduled)
Special Events (as scheduled) |
| Occasionally attend: | NAFCC Accreditation program events and events of other organizations in individual states (as appropriate to represent NAFCC Accreditation) |

Powers of the NAFCC Accreditation Council:

1. Establish policies for administering the program and services, which are in harmony with the purpose of NAFCC Accreditation to protect the organization, its assets, and its resources.
2. Ensure that the bylaws, policies and position statements of NAFCC Accreditation govern each Council member decisions, actions, and representations.
3. Ensure that the property of NAFCC Accreditation is maintained in a reasonable state of repair.

Responsibilities and Duties of a Member of the NAFCC Accreditation Council:

1. Active participation as a policy maker and planner is the most important part of this position, therefore:
 - Attend all Council meetings regularly and on time.
 - Become well informed in advance of the meeting regarding all agenda items.
 - Contribute knowledge and express points of view based on experience.
 - Consider other points of view, make constructive suggestions, and help the Council make group decisions that reflect the thinking of the total group.

2. Maintain current membership in NAFCC.
3. Exhibit loyalty to the mission, goals and objectives of NAFCC.
4. Become familiar with NAFCC Accreditation strategic plan, procedures, policies, bylaws, programs, and Council minutes for the current fiscal year.
5. Assume leadership responsibilities on the Council and complete tasks as requested whenever possible.
6. Serve on at least one committee and participate actively in the work of that committee.

7. Represent NAFCC Accreditation Council at community events with other organizations and with private individuals. Wear your name badge. At meeting introductions, as appropriate, mention that you serve on the NAFCC Accreditation Council. Speak of NAFCC Accreditation, proudly and positively.
8. Be informed about NAFCC Accreditation's programs, policies and services.
9. Seek advisement from, cooperate, and communicate with internally formed NAFCC Accreditation groups and individuals (i.e., task forces, ad hoc committees, past officers, advisory groups)
10. Be informed about the needs of the community, society and NAFCC Accreditation constituents.
11. Make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith, with the well-being of NAFCC Accreditation clearly in mind.

12. All Council executive and committee chairpersons, will:
Formulate a written plan of work with specific goals and dates for the coming year. During the annual conference, present the plan on the "Yearly Plan of Work" form to the NAFCC Accreditation Council Chair.
 - a) Submit to the Council Chair, 1 week prior to scheduled meeting, written requests, with supporting information, for agenda time during the next meeting of the Council.
 - b) Submit to the Council Chair (in the case of committee chairpersons), a written report of their activities no later than one weeks prior to each scheduled meeting of the Council and the annual conference meeting. If there are no activities, the report should read "No Report".
 - c) Maintain a file of the work of their position during their term and be responsible for passing this file along with the Board Manual to the next incumbent in a timely manner. This file should be cumulative.

13. The Council Chair is responsible to the NAFCC Accreditation Manager and the NAFCC Executive Director; the Committees are responsible to the appropriate committee leader.