



## Board of Directors and or Officers Job Descriptions

Washington State Association of Head Start/ECEAP (WSA)

**Reports To:** WSA President  
**Term:** Two years except as noted in WSA By- Laws

**Purpose:** Board members are charged with assuring the financial health and well-being of Washington State Association of Head Start/ECEAP. Each member of the board is a decision making, voting member focused on developing policies, procedures, and regulations for the operation of the Association. Additionally, the Board will monitor the finances of the organization, its services and finances.

### Expected performance:

- ✦ Attend and participate in board meetings on a regular basis
- ✦ Participate in ad hoc committees when asked by the president
- ✦ Maintain understanding and knowledge of the issues of the Association by attending Board retreats, WSA semi annual meetings and other Board development activities
- ✦ Attend and participate in special events as required

### Duties of the Board:

- ✦ Develop agendas for regular, special, and Board of Director meetings;
- ✦ Approve all policy statements issued on behalf of the Association;
- ✦ Develop an annual budget, receive and disburse Association funds, and provide periodic financial reports and an annual accounting to the membership;
- ✦ Appoint and supervise standing and ad hoc committees composed of Association members;
- ✦ Devise and implement such other measures as they deem proper and expedient to promote the objectives and the strategic plan of the Association;
- ✦ Provide leadership, plan the work of the Association, problem-solve, and implement the mission of the Association
- ✦ Oversee the work of the Association's Executive Director.

### Other Duties:

- ✦ Be well informed on issues and agenda items in advance of all meetings
- ✦ Contribute skills, knowledge and experience where appropriate
- ✦ Participate in organizational decision making
- ✦ Assume leadership roles in all board activities, including fund raising
- ✦ Support volunteer activities.

**Executive Committee:** The executive committee is composed of the President, Vice President, Secretary Treasurer and President Elect. The Executive Committee has the responsibility and authority to oversee all operations of the Association in the interim between meetings of the board, subject to policies and procedures established by the Board. The Executive Committee shall establish personnel and operational policies of the Association and will review such policies annually. The President supervises and evaluates the Executive Director of the Association.

## Duties of Officers

**PRESIDENT:** The President acts as official spokesperson for the Association, presides over all meetings of the Executive Committee, the Board of Directors and the Association, and oversees the implementation of the strategic plan and all resolutions of the Association. The President works closely with the President-Elect and the Vice President so that either can perform the duties of the President in the President's absence. The President/and Past President in alternate years, shall appoint a nominating committee for new board of directors members. The president supervises the Executive Director of the Association. The President and or his/her designee will approve by fax or email if necessary any check over the amount of \$5,000 or a lesser amount if determined by the President and payments made to the Executive Director such as travel and or reimbursements drawn on the Association accounts.

**PAST PRESIDENT:** The Past President assists the President in carrying out his/her duties during the first year of the President's term, while serving as a mentor. The Past President services on the Executive Committee and the WSA Board of Directors in ex officio.

**PRESIDENT-ELECT:** The President-Elect assists the President in carrying out his/her duties during the second year of the President's term, while also learning the operations and leadership skills necessary to serve as President of the Association. The President-Elect assists in carrying out the decisions of the Association and Board as assigned by the President. The President-Elect will be elected in even numbered years and serves a four year term.

**VICE PRESIDENT:** The Vice President assists the President in carrying out his/her duties, while also learning the operations and leadership skills necessary to serve as President of the Association should the President be unable to fulfill his/her responsibilities. The Vice President assists in carrying out the decisions of the Association and Board as assigned by the President. The Vice President will be elected in even numbered years and will serve a two year term.

**SECRETARY/TREASURER:** The Secretary/Treasurer shall: Conduct roll call of participants and determine if a quorum had been reached at Association meetings. Participate on the by laws revisions committee, sign such correspondence as may be required. Work with the President to assure that Association meetings follow Robert's Rules of Order (revised) and the by-laws of the Association. Attend all meetings of the Finance/Fundraising committee, as well as any other committees that work on fiscal issues. Assist in the development of the association budget.

**OTHER BOARD POSITIONS:** In addition to the officers of the Association, there are 9 other board positions. Three of the positions are for WSA's representatives to Region X Association. There is one parent, one staff and one director. In addition to participating in WSA meetings, these representatives also participate in the Region X meetings. The remaining six board positions ensure that WSA has representatives from the programs and members served. There is a board representative for: Head Start, Early Head Start, American Indian/Native Alaskan – Migrant, ECEAP, Parent Affairs and Member at Large.

Generally the board meets in person three times per year, twice the afternoon before Association meetings and one during the annual two day board retreat. The rest of the board meetings (4 to 5) are conducted via telephone conference calls. Board member's expenses for travel, lodging and child care (for parent representatives) are paid by WSA.