

# **FAMILY CHILD CARE ASSOCIATION OF PIERCE COUNTY COMMITTEE CHAIR JOB DESCRIPTIONS**

**March 2022**

## **\*AREA REPRESENTATIVE COORDINATOR:**

1. Shall attend board and general membership meetings.
2. Shall maintain a current list of members according to zip code areas
3. Shall advise area representatives of new members so their particular area member list remain current.
4. Shall correspond with area representatives via phone, email or text with information that needs immediate attention.
5. Shall call for a meeting of the Area Reps when necessary.
6. Shall keep marketing coordinator informed of current area representative phone numbers, zip codes and e-mails.
7. Shall deliver any information for the board/general meeting agenda's to the President five (5) days prior to the date of the meeting.
8. Shall deliver a monthly report of the said duties to the Board monthly meetings.
9. Shall inform Area Reps that they may not share said lists other than for use as a tool to perform their duties as listed above.

## **AREA REPRESENTATIVES:**

1. Shall attend board and general membership meetings.
2. Shall contact new and existing licensed homes in their zip code area and invite all providers to join our Association. Let them know about our meetings, let each licensed provider or new member know that you are their contact person with the association and here to help.
3. May organize a provider support group for your area – setting up meeting times, topic, etc. if your area desires to have an area support group.
4. Shall make sure Area Rep Coordinator has current information concerning your support group for your area.
5. Shall call all license homes in your designated area when necessary.
6. Shall keep all providers information confidential and is only to be used for the purpose of FCCAPC and not shared with others.
7. Shall deliver any information for meeting agenda to Area Rep coordinator of President prior to the board meeting.

**DCYF COORDINATOR:**

1. Shall obtain/purchase provider contact list as needed for large mailings.
2. Shall coordinate with DCYF when the board has determined that information or clarification is required regarding licensing information.
3. Shall report back to the Board after above information is received.
4. Shall coordinate with DCYF when their presence is requested at an upcoming General meeting.
5. Shall provide DCYF annually with current membership brochures.
6. Shall provide DCYF via email with Flyers, prior to each General meeting and Special events.
7. Shall report any new information regarding DCYF during board meetings.
8. Shall submit an article to the marketing coordinator when determined necessary by the board.

**DESSERT, MEAL AND BEVERAGE COORDINATOR:**

1. Shall attend all board and general membership meetings.
2. Shall keep within the current year's annual/monthly/special event budget.
3. Shall contact the President prior to a meeting if you are unable to attend and arrange for a substitute in your absence.
4. Shall be in charge of all aspects of the general meeting desserts and beverages. (Planning and purchasing).
5. Shall maintain inventory of paper products stored with Diana Stone at Bates.
6. Shall maintain inventory of shelf stable beverage products stored with Diana Stone at Bates.
7. Shall arrive at least 15 minutes prior to each general meeting to assist Diana with set up of beverages. (coffee, hot water, ice water, etc).
8. Shall be in charge of all aspects of meal arrangements during the annual planning meeting. (planning, purchasing, delivery etc.).
9. Shall assist the Tour of Homes Coordinator with the planning and purchasing of TOH's meals.
10. Shall recruit additional members to assist with specific tasks as needed. *Such as but not limited to: Servers, shoppers, clean up.*
11. Shall make arrangements for funds to be paid directly by treasurer to establishments for large purchases.
12. Shall turn in all original receipts for reimbursement to treasurer within 30 days along with a completed expense voucher.
13. Shall report to the executive board immediately if there are any problems or concerns with the meal arrangements or caterer.

**EDUCATION AND COMMUNITY RESOURCE COORDINATOR:**

1. Shall attend board meetings, planning meetings and general membership meetings.
2. Shall obtain and report information regarding classes, workshops, conference etc. during board meetings and planning meetings.
3. Shall share obtained information during General meetings as needed.
4. Shall Provide resource and education material pertinent to providers at the general meeting.

5. Shall deliver any information for General meetings agenda to President no later than the Friday before each meeting.
6. Shall submit an article to marketing coordinator regarding upcoming classes, dates, fees and location.

#### **FIRST AID/CPR/BBP COORDINATOR:**

1. Shall attend board and general membership meetings.
2. Shall answer incoming calls from providers and others wishing to schedule a class.
3. Shall schedule classes.
4. Shall arrange for someone attending CPR class to collect the check from First Aid Co. and remit to treasurer within 30 days.
5. Shall provide President with information regarding upcoming classes so that a flyer can be created.
6. Shall submit an article to the marketing coordinator on upcoming classes, dates, fees and location.
7. Shall deliver any information for meeting agenda to the President no later than the Friday prior to the day of the meeting.

#### **HISTORIAN:**

1. Shall attend board and general membership meetings.
2. Shall stay within the current years budget.
3. Shall maintain photo permission slips for current members.
4. Shall only share photos on social media of providers with current permission slips on file.
5. Shall take pictures at special FCCAPC events throughout the year.
6. Shall store and maintain all pictures on a portable storage device.
7. Shall assist with the maintain and update of photos on the FCCAPC Facebook page.
8. Shall create a slideshow for special events as needed and work with Diana Stone to present it.
9. Shall provide the marketing coordinator with photos upon request.
10. Shall turn in expense list to Treasurer within 30 days of purchases.

#### **HOSPITALITY:**

1. Shall attend board and general membership meetings.
2. Shall stay within the current years budget.
3. Shall arrive at general meetings at least 15 minutes early to set up sign in table.
4. Shall assist the treasure and membership chairs when needed.
5. Shall greet new people and assist them if possible.
6. Shall be responsible for the hospitality supplies. (sign in book, board member name tags, pens, name tags, markers, door prize materials).
7. Shall work with the door prize coordinator to determine door prize winners.
8. Shall provide new board members and committee chairs with an FCCAPC notebook. Notebooks should include: a cover sheet with members name and committee or board title an current year, 1 set of blank 5 bank tabs, a current member list, bi-laws, job description, and several blank expense vouchers.

9. Shall work with the membership coordinator to extend a welcome to new members via postcard, phone call or email.
10. Shall send cards or flowers to members and friends as directed by the board.
11. Shall read all correspondence pertaining to hospitality matters and report to the board.

#### **MEMBERSHIP:**

1. Shall attend board and general membership meetings.
2. Shall maintain a current list of members of our Association.
3. Shall work with Bates Advisor to maintain required forms.
4. Shall update and share current membership list with the board as needed.
5. Shall distribute to all new members a membership card along with a current copy of our Association Bylaws, Standing Rules and Board Job Descriptions.
6. Shall provide new member information to the Hospitality chair as it comes in.
7. Shall report to the Board how response for membership has been.
8. Shall create a letter of invitation concerning membership and its benefits to marketing.
9. Shall turn in all receipts to treasurer with in 30 days.
10. Shall deliver any information for meeting agenda to the President no later than the Friday prior to the day of the meeting.

#### **MARKETING COORDINATOR:**

1. Shall attend board and general membership meetings.
2. Shall stay within the current years budget.
3. Shall collect and edit all information to be included in website, newsletters, brochures and flyers.
4. Shall work directly with the website coordinator to provide current content.
5. Shall work with the Membership chair to create and maintain membership brochures and membership cards.
6. Shall work with committees to create new items as needed.
7. Shall choose several people to help with putting newsletters together. This includes but is not limited to printing, folding, labeling and mailing.
8. Shall work with the treasurer to maintain the balance of the copy card.
9. Shall have all forms edited and proofread by appointed co-editors or qualified board member prior to final printing or posting.
10. Shall complete expense vouchers and return receipt to treasurer with in 30 days.
11. Shall create and mail newsletters by deadline as determined during annal planning meeting.
12. Shall oversee the maintenance of the FCCAPC Facebook account.
13. Shall post upcoming event flyers on the FCCAPC Facebook page.
14. Shall provide the Bates Advisor with Flyers for upcoming meetings and special events.
15. Shall deliver any information for meeting agenda to President by Friday after board meeting.

**PUBLIC POLICY:**

1. Shall attend board and general membership meetings.
2. Persons representing FCCAPC at outside meetings are required to present an oral or written report and pertinent information by the next board meeting or general meeting and keep all reports on file in there committee chair notebook.
3. Shall attend legislation meetings (hearings pertaining to family child care) as Our Association Representative.
4. Shall inform our Association of pertinent information received at all meetings and secure our position on these matters.
5. Shall discuss major focus of issues to be sponsored by the Association.
6. Shall develop strategy to communicate our issues.
7. *Shall deliver any information for general meeting agenda to the President by Friday after the monthly board meeting.*

**TABLE DECORATIONS AND DOOR PRIZE COORDINATOR:**

1. Shall attend board and general membership meetings.
2. Shall arrive at least 30 minutes prior to each meeting to allow for set up time.
3. Shall stay within the current year's budget.
4. Shall purchase door prizes for each general membership meeting.
5. Shall purchase and maintain table decorations and/or centerpieces for general membership meetings.
6. Shall work with Hospitality chair to conduct door prize drawings at each general membership meeting.
7. Shall complete an expense voucher and turn in all receipts for reimbursement to the treasurer within 30 days.
8. Shall notify the board as soon as possible if unable to complete the required duties so a substitute can be found.

**WEB PAGE COORDINATOR:**

1. Shall attend board and general membership meetings.
2. Shall maintain current web page and work with marketing chair, membership, and Historian to make monthly updates.
3. Shall assure all information is current and correct.
4. Shall work with treasurer to keep website fees current.
5. Shall post information in a professional and unbiased manner.
6. Shall deliver any information for meeting to President no later than the Friday prior to the day of the meeting.

**SPECIAL COMMITTEES:**

Binders have been created for special events such as Tour of Homes and Provider Appreciation.

Newly appointed committee chairman:

1. Shall attend all board and general membership meetings.
2. Shall be responsible for updating the binder prior to passing it on to the next chairman the following year.
3. Shall turn the binder in to the President if you leave the Association or step down as a board member prior to the next fiscal year.
4. Shall appoint additional committee members as needed.
5. Shall purchase necessary materials as outlined in provided committee notebook.
6. Shall deliver any information for general meeting agenda to the President the Friday prior to the day of the meeting.