



Texas Association for the Education of Young Children

Governing Board Member General Job Description

The TXAEOYC Governing Board is responsible for setting the vision and strategic direction of the organization as well as ensuring proper governance of the organization and sound financial management of the organization's resources. Each Board Member is expected to make contributions that lead the organization toward its desired performance and ensure its success. Contributions shall include:

1. Hold the organization accountable to its mission and vision
2. Establish written governing policies to ensure the proper governance and operations of the organization
3. Develop and monitor a strategic plan that defines the desired outcomes, impacts, and benefits of the organization
4. Serve as an effective link between TXAEOYC and its members
5. Foster relationships between TXAEOYC and organizations with similar interests

QUALIFICATIONS:

1. While serving on the Board, all Board members must be a member of TXAEOYC in good standing
2. A minimum of a high school diploma with professional experience

RESPONSIBILITIES:

Commitment to the Mission and Vision

1. Approve and monitor progress toward achieving the organization's mission and vision
2. Advocate for TXAEOYC and the early childhood field in a professional manner on all platforms including online and in-person
3. Ensure TXAEOYC operates as an equitable and inclusive organization
4. Annually assess the ever-changing environment and approve the organization's strategy to be responsive through intentional strategic planning
5. Adhere to the TXAEOYC Code of Conduct

Commitment to Stewardship of Resources

1. Stay informed of the financial condition of the organization and its operations
2. Review and approve financial goals, operating budget, and independent audit
3. Ensure the long-range health of the organization is appropriately planned for and resourced
4. Ensure management has established operating policies and procedures that mitigate risk and promote sound operational practices

5. Approve appointment of independent auditor to review the organization's compliance with relevant material laws affecting the organization and its program and operations
6. Annually evaluate the performance of the Executive Director and establish compensation package based
7. Approve compensation and benefit policies and practices to promote the recruitment and retention of effective and diverse personnel

Commitment to Proper Governance

1. Attend all virtual and in-person Board meetings, committee meetings, and major functions of the organization
2. Serve on at least one Board committee
3. Identify, recruit, and mentor Board and committee members as needed to reflect an equitable and inclusive organization
4. Approve nominations to the Board
5. Approve major policies of the organization
6. Develop and maintain succession plans for the Board and Executive Director
7. Annually review the performance of the Board, including its composition, organization, and responsibilities, and implement plans to improve its performance as needed