

FAMILY CHILD CARE ASSOCIATION of NY STATE, Inc. POLICIES AND PROCEDURES

INTRODUCTION: The purpose of this manual is to provide consistent policies and procedures for the management of the Association thus giving the Board of Directors a basis for all decision making. This in turn will give the Association Board members more time to devote to serving the needs of the general membership.

HISTORY: In 1975 the New York State Department of Social Services, now the Office of Children and Family Services, saw the need to sponsor a statewide conference to establish an association that would benefit family day care providers throughout New York State. In 1975 a family day care organization was founded by Maria Otto and incorporated under the name of the Licensed Family Day Care Association of New York State, Inc. The goals were: to ease isolation of providers; develop a support system; encourage licensing; and to discuss pertinent issues.

In 1990 the Association was reorganized and since then great strides have been made. The officers and board of directors created a mission statement, developed a membership benefit program and updated and changed the name and logo.

MISSION STATEMENT: The mission of the Family Child Care Association of New York State, Inc., is to act as a united voice to promote and strengthen the professionalism of providers thereby promoting the quality of family child care.

GOALS:

To be a representative body which shall identify and address national and state issues with regard to family child care.

To increase public awareness and recognition of family child care as a valuable child care option and a professional career choice.

To support and offer educational opportunities for family child care professionals.

To collaborate with other organizations, agencies and professionals which share an interest in the family child care field.

To serve as an active voice for the profession.

ORGANIZATIONS STRUCTURE: See By-laws.

OBJECTIVES: Objectives will be defined and evaluated by the Board on a regular basis.

JOB DESCRIPTIONS:

BOARD MEMBERS: General Policies

Board members are expected to attend all board meetings. Board members will be dismissed for repeated or unexcused absences.

For an excused absence, board members must contact the President a satisfactory time prior to the scheduled meeting. They are also responsible for ensuring that all reports and other information related to their position/duties are presented at the meeting by another committee member or board member.

All board members must be paid members of the association in good standing. Membership dues must be paid by January 31st of each calendar year.

All board members shall be actively involved in at least one committee at all times.

EXECUTIVE COMMITTEE: General Policies

Members shall be knowledgeable about NYS regulations and rules for family child care.

Members shall be available to participate in conference calls as scheduled by the committee.

Members shall conduct the business of the association between meetings.

Members shall be knowledgeable about the by-laws of the Association.

OFFICERS: Specific Policies

President:

Shall uphold the professional standards of the Association.

Shall plan the agenda with the help of the executive committee.

Shall call to order, preside and direct the business at all meetings.

Shall appoint committee heads.

Shall always have the right to vote. However, the President's vote should be considered the deciding vote in the case of a tie.

Shall approve payment of bills after action by the board.

Shall know parliamentary procedure to conduct an orderly meeting.

Shall sign written agreements for the Association upon approval of the Executive Committee and/or board members.

Shall be a contact for agencies and/or organizations as the Association representative.

Shall delegate responsibilities as needed for smooth operation of Association business.

Shall maintain correspondence for the Association in conjunction with the Secretary.

Shall take action at his/her discretion on behalf of the Association to maintain day-to-day decisions to insure the smooth flow of operations.

When major decisions need to be made at least 2 other Executive Committee members shall be consulted.

Vice-President:

Shall uphold the professional standards of the Association.
Shall learn the duties of the President and be able to preside over meetings in the absence of the President.
Shall become acquainted with Parliamentary procedure rules.
Shall act as liaison between committees and the Executive Committee as well as an advocate/advisor to committee members
Shall be Chair of Nominating Committee.

Recording Secretary:

Shall maintain a record of all written transactions of the Association. This includes but is not limited to: minutes of meetings, attendance at meetings, reports, correspondence, contracts and agreements, filings, etc...
Shall record minutes of the board, general membership and conference call meetings and will copy, collate and mail meeting minutes to all board members in a timely manner.
Shall have important records available for use during meetings. These records shall include: by-laws, policies and procedures, agendas, newsletters and past meeting minutes.
Shall handle general Association correspondence and special mailings as requested.
Shall file all necessary paper work for general operation of the Association upon approval of the Executive Committee.

Treasurer:

Shall provide an itemized financial report to all board members at each board meeting.
Shall maintain the following: membership/dues list; annual reports; file all necessary tax and Association fiscal papers needed; submit financial audit information when needed; record and keep Association membership to other organizations up-to-date.
Shall pay all necessary bills in a timely manner.
Shall maintain accurate and detailed account records including savings and checking accounts. May be co-signer of Association checks over \$350.
Shall be a part of all committees that have Association financial dealings as a part of their work.
Shall require board members to submit full documentation for reimbursement to include the following: name; address; phone; date of expense; explanation of expense; receipt; and signature. Requests for telephone expenses must include a copy of the original phone bill with appropriate

calls highlighted and identified. All bills must be submitted within three months of the actual date of bill.

Membership Secretary:

Shall maintain records on all members that includes: name, address, phone number, number of years of membership, etc.

Shall revise and up-date brochures as directed by the board.

Shall prepare a yearly membership and Association directory to be made available to members.

Shall see to the preparation and distribution of Association Newsletter for local associations on a regular basis.

Shall plan and implement program to secure new members.

Shall be responsible to send out renewal letters according to the membership year of January 1st to December 31st.

Shall prepare and send out membership packets upon receiving dues.

Shall report the status of membership on a regular basis to the board.

Shall prepare necessary lists and labels for mailings to members.

Shall be Chair of membership committee.

Committee Chairs:

Shall prepare and submit committee proposals to the board.

Shall report to the Vice-President on a regular basis.

Shall prepare and give committee reports at each board meeting.

Shall meet with committee members on a regular basis to discuss methods for achieving objectives.

Shall appoint committee members as needed.

Shall see that proposals approved by the board for their committee is completed in a timely manner.

Standing Committees:

Newsletter:

Shall collect, type and prepare items of interest for the newsletter to be given to typesetter.

Shall send copies to be proof-read by at least 2 other designated board members before printing.

Shall work with the Membership Secretary for labels for mailings.

Shall work with Treasurer for financial aspects of newsletter printing and distribution.

Shall see that newsletters are prepared and mailed in accordance to the time-frame set by the board.

Membership: See Membership Secretary.

Nominating: See Vice-President.

- Shall advertise open board positions, collect and evaluate applications, check references and make recommendations to the board.
- Shall prepare the ballot, receive returned ballots, tally votes and notify all nominees the status of the election.
- Shall arrange installation of board members.
- Shall conduct officers election by the board.

Fundraising:

- Shall work with the Treasurer in planning activities of this committee.
- Shall report and propose suggestions to the board for pre-approval.
- Shall be responsible for all items and equipment necessary in the fulfillment of their work.
- Shall keep track of all inventory and report its status semi-annually to the Treasurer.

Historian:

- Shall, along with Recording Secretary, maintain a record of all written transactions of the Association. This should include, but not be limited to: minutes of all meetings, attendance at meetings, reports, correspondence, contracts and agreements, filings, etc.
- Shall take and maintain pictures of major events of the Association.

Conference:

- Shall be appointed by the board.
- Shall be responsible for planning conferences as scheduled by the board.
- Shall prepare conference budget and present it to the board for pre-approval.
- Shall distribute all contracts for conference activities to the Executive Committee for pre-approval.
- Shall solicit proposals and submit them to the board for pre-approval.
- Shall work with the Newsletter Committee for input into the conference mailer, brochure and other printed material with the Association name.
- Shall work with the Treasurer on conference registration. All Moines will be collected and maintained by the Treasurer.
- Shall prepare and submit all bills to the Treasurer for payment.

Regional Rep Coordinator:

- Shall propose and maintain program for Regional Reps to use in their work throughout the state.
- Shall contact Regional Reps on a regular basis to achieve goals of this

committee.

Ad-Hoc/ New Committees:

As the need arises for a temporary or new committee it should be brought to the attention of the Executive Committee. A chairperson will be appointed and the responsibilities of the committee will be set.

These committees may include, but not be limited to the following: by-laws; Policies and Procedures; Publicity; and Gifts/Awards.

GENERAL POLICIES AND PROCEDURES:

Board members and Committee Chairs shall alert the President when they are unable to perform a job requirement. Their assistance is requested to find an individual to complete the task.

At the end of their term, all board members must turn over to the Vice-President, their "board books" containing documentation they have collected during their service. All files should be in the archives within 30 days of leaving their position.

The board shall, as far as possible, guarantee confidentiality and privacy in regard to treatment of records and discussions of business of the Association. At times board meeting discussions will be confidential and non-board members shall be asked to leave.

Each board member shall respect the feelings and opinions of each member with regard to various topics and the board shall respect all differences that arise.

No board member shall hold a similar position on another statewide/national association board without permission of the board.

If a conflict arises, the board has the power to remove the individual for the best interest of the Association.

Non-board members shall be limited to one committee unless approved by the board.

The Association letterhead will be used for official business use of the Association only. All other use of letterhead by other than the Executive Committee must be approved by two members of that committee. No personal use of letterhead is allowed.

No one is allowed to use the Association name or logo for personal gain.

The use of the name maybe used with the position you hold for job resumes.

No one is allowed to defame the name of the Association.

Consultants may be hired at the appropriate going rate per hour for the task to be accomplished as deemed necessary by the Board.

To increase awareness and visibility of the Association, representation, participation and accessibility of all board members will be encouraged.

Members should plan to attend conferences and other functions as

representatives of the Association on a volunteer basis as often as possible. Other policies and procedures may be added as necessary for the operation of the Association. These additions should be noted in minutes of the organization.

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