



FCCI Board Positions: Guidelines

(Revised December 2013)

Elected Positions (8)

1. President

- Attend and preside at all general and board meetings.
- Manage Association: execute and sign all documents, arrange facilities and meeting times.
- Maintain and file association's status with MN Secretary of State
- Inform members of activities concerning child care via newsletter and monthly e-news.
- Appoint special committees and chairpersons.
- Have knowledge of all officers' duties.
- Complete an End of Year Report, submit for 4th quarter newsletter.
- Collect, open and distribute the mail from the PO Box Office on a regular basis
- Review the FCCI Bylaws on even years
- Conduct annual election of officers: notification in newsletter of slate of candidates, and November election.
- Serve as a contact person for FCCI with CCRR and Olmsted County Licensors and partnership organizations (i.e. CCR&R, First Steps, etc.)
- Arrange for a past president, if possible, or other board member to assume the President's duties in his/her absence
- Check email and reply to association emails or redirect emails to appropriate board member
- Submit letter to Post Bulletin announcing Board Officers for the new year.
- Facilitate board retreat in October
- Maintain necessary documents in safe
- Coordinate door prizes for workshops
- Be an FCCI ambassador and new board member recruiter
- Maintain appropriate documentation on the FlipDrive website
- MLFCCA report

2. Secretary

- Attend all general and board meetings.
- Record the minutes of the general and Board of Director's meetings.
- Read the minutes of the previous month's workshop minutes at the general meeting.
- Distribute minutes at the Board of Director's meeting 5 days prior to the board meeting.
- Maintain a binder with current year of minutes (General and Board) to be accessible to the members at workshops.
- Maintain and distribute board roster to board members.
- Maintain board meeting attendance sheet.
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed.
- Maintain appropriate documentation on the FlipDrive website.

3. Treasurer

- Attend all general and board meetings
- Maintain accurate financial records
- Maintain up to date names on bank records
- Collect, record, and deposit all income
- Pay association bills
- Provide a financial report for the general and Board meetings at the close of the financial year
- Maintain and provide a binder with current year's financial record to be accessible to the members at workshops
- Distribute and collect cash box funds for Membership and Sales and Purchasing Coordinator at general meetings
- Arrange audit/internal audit/checks-and-balances system
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the FlipDrive website

4. Communications Coordinator

- Attend all general and board meetings
- Organize and publish association newsletter at regular intervals.
- Contact child care related businesses for newsletter advertising
- Maintain web hosting for website
- Update website as needed with current newsletters, provider directory information, articles, graphics, and any pertinent information
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the FlipDrive website

5. Training Coordinator

- Attend all general and board meetings
- Coordinate speakers for Workshops and maintain a record of speaker information
- Present listing of workshop titles and speakers at board meeting for review and suggestions
- Send a listing of the workshop title and speakers for the year to Licensing Staff for county approval
- Submit requests to CCRR for grant approval on appropriate workshops
- Contact workshop speaker the week before each workshop to verify date, time, location, and any equipment or room set-up needed
- Assist presenter with any material and/or equipment to bring in/out of workshop space
- Assist presenter with distribution of any materials to providers
- Write thank you notes to the Workshop speakers, including evaluation report.
- Coordinate with MNDPD and trainers to get MNCPD approval for trainings
- Document provider numbers on MNCPD site for record keeping
- Tabulate evaluations
 - Present feedback report at next board meeting based on member evaluations and comments
 - Provide the names of any new volunteers and door prize donors to the volunteer coordinator
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the FlipDrive website

6. Sales – Purchasing Coordinator

- Attend all general and board meetings
- Oversee supply of sales at workshop
- Maintain accurate records of sales, cost, and inventory.
- Coordinate sales at conferences that FCCI attends as vendors
- Coordinate with Treasurer and Assistant Treasurer for workshop income turn-in
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the FlipDrive website

7. Membership Coordinator

- Attend all general and board meetings
- Sell and process any membership request received at general workshops, by mail or on-line
- Coordinate with Treasurer and Assistant Treasurer for workshop cash box and income turn-in
- Membership sign-in book: set out at each workshop for member-sign in, send copy to CCRR and Licensing.
- Maintain accurate records of membership sales.
- Maintain accurate provider database: Begin the process of a clean sweep of non-members in on-line classifieds and directory, beginning the Tuesday after the January workshop.
- Maintain PayPal account, transfer received funds on monthly basis to business account
- Provide Hospitality Coordinator with the names and addresses of new FCCI members for welcome cards.
- Provide Volunteer Coordinator with the names and addresses of any new volunteers
- Order yearly membership cards, select new color each year.
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the FlipDrive website

8. Community Outreach Coordinator

- Attend all general and board meetings
- Attend the monthly licensing orientation meeting to represent FCCI
- Work with Member-at-Large to provide back-up for orientation meetings.
- Provide FCCI brochures to licensing for distribution at second licensing session and other agencies as requested.
- Follow-up with newly licensed providers.
- Serve as liaison between FCCI and Olmsted County licensors.
- Serve as point of contact for community partners (i.e., CCR&R)
- Serve on advocacy committee.
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the FlipDrive website



Appointed Positions (7)

1. Assistant Treasurer

- Attend all general and board meetings
- Assist with Sales and Purchasing at general member meeting
- Verify income from Sales and Purchasing and Membership Coordinator at the general member meeting; turn income over to Treasurer for deposit.
- Member of Finance Committee
- Perform a quarterly audit of Treasurer's records.
- Assist Treasurer as needed
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the FlipDrive website

2. Volunteer Coordinator

- Attend all general and board meetings
- Solicit volunteers for monthly workshop, or as requested by other board members
- Follow up with new volunteers and door prize donors that sign up on evaluations.
- Keep an up to date record of volunteers
- Maintain volunteer sign-in book at FCCI events for accurate volunteer recognition
- Organize volunteer recognition at the May banquet
- Submit a list of volunteers for quarterly publication in the newsletter
- Be an FCCI ambassador and new board member recruiter
- Assist President and Board Members as needed
- Maintain appropriate documentation on the FlipDrive website

3. Hospitality Coordinator

- Attend all general and board meetings
- Coordinate treats and snack for workshops
- Coordinate meet and greet with general membership at workshops
- Coordinate sending correspondence to membership (i.e. death, births, welcome new members etc.)
- Arrange dinner for October board retreat
- Arrange Secret Santa drawing at November board.
- Arrange for Board Holiday Christmas party...reservations at a restaurant or a potluck in board member home.
- Be an FCCI ambassador and new board member recruiter
- Assist President and Board Members as needed
- Maintain appropriate documentation on the FlipDrive website

4. Member at Large 1

- Attend all general and board meetings
- Cross train and assist with Community Outreach Coordinator duties: Facebook, website, and licensing orientation in particular.
- Participate on a minimum of one committee
- Be an FCCI ambassador and new board member recruiter
- Assist President and Board Members as needed
- Membership table, Sales and Purchasing, handing out training certificates, table set up.
- Maintain appropriate documentation on the FlipDrive website

5. Member at Large 2

- Attend all general and board meetings
- Assist Membership Coordinator with Membership Sales and at workshop and cross train on all aspects of the Membership Coordinators duties.
- Monitor Classified ads through Bravenet service, maintain current ads, and delete expired ads. Verify membership for ad posting.
- Participate on a minimum of one committee
- Be an FCCI ambassador and new board member recruiter
- Assist President and Board Members as needed
- Maintain appropriate documentation on the FlipDrive website

6. Advisor

- Attend all general and board meetings
- Serve as back up to open positions
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the FlipDrive website

7. Workshop Coordinator

- Attend all general and board meetings
- Participate on a minimum of one committee
- Prepare evaluations for distribution at workshops
- Prepare training certificates for distribution at monthly workshops
- Make copy of the sign in sheet and send to licensing following each workshop
- Assist with the collection of evaluations and distribution of training certificates at the end of the workshop.
- Prepare 6:30 pm viewing of Shaken Baby Syndrome video at workshops: send licensing a copy of attendees
- Verify member attendance for post workshop training certificate requests and mail certificates if verified.
- Be an FCCI ambassador and new board member recruiter
- Assist President and Board Members as needed
- Maintain appropriate documentation on the FlipDrive website