



FCCI Board Positions: Guidelines **(Revised May 2022)**

Elected Positions (7)

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 in the following year 1st quarter newsletter
- Collect, open and distribute the mail from the PO Box Office on a regular basis
- Review the FCCI Bylaws on even years
- Serve on Bylaw and Finance Committees
- Conduct annual election of officers: notification in newsletter of slate of candidates, and November election.
- Serve as a contact person for FCCI with Families First and Olmsted County Licensors and partnership organizations (i.e. Families First, 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
- Facilitate board retreat in September
- Maintain necessary documents in safe
- Be an FCCI ambassador and new board member recruiter
- Maintain appropriate documentation on the google website

2. Secretary

- Attend all general and board meetings.
- Record the minutes of the general and Board of Directors meetings.
- Distribute previous annual meeting minutes for approval at the annual meeting.
- Distribute minutes within 2 days from the Board of Directors meeting
- Maintain a binder with the current year of minutes (General & Board) to be accessible to the members upon request
- Maintain and distribute board roster to board members in January
- Prepare board member folders with updated board roster, training and board meeting dates, board etiquette, board responsibilities, technology document, etc for the January board meeting..
- Maintain and distribute committees sign-up sheet in July
- Chair the Bylaws Committee and meet to review bylaws every other year (even years)
- Report bylaw changes to FCCI members by Oct. 1st and put to a vote at the annual meeting in November.
- Maintain Gmail accounts and update, as needed, in December/January.
- Maintain board meeting attendance sheet
- Be an FCCI ambassador and new board member recruiter
- Assist the President as needed.
- Maintain appropriate documentation on the Google website.

3. Treasurer

- Attend all general and board meetings
- Maintain accurate monthly financial records
- Maintain up to date names on bank records
- Collect, record, and deposit all income
- Pay association bills and taxes
- Provide a financial report for the November general association meeting
- Close the financial books and provide board with year-end financial report after the December board meeting
- Maintain and provide a binder with current year's financial record to be accessible to the members at trainings
- Distribute and collect cash box funds for Membership Director and Development Director at general meetings
- Chair the Finance Committee & arrange audit/internal audit/checks-and-balances system
- Chair Budget Committee and provide the board with the annual budget for approval at the January board meeting.
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the google website

4. Communications Director

- Attend all general and board meetings
- Organize and publish association newsletter at regular intervals.
- Update website as needed with upcoming training information, newsletters, articles, graphics, and any pertinent information *Upcoming training info will come from the Training Director
- Oversee/work closely with the Development Director for finding potential sponsors/ newsletter advertisers.
- Maintain a record of ad income/sponsorship income if the Development Director position is not filled.
- Serve on the Communications Committee
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the Google website

5. Training Director

- Attend all general and board meetings
- Coordinate presenters/speakers for trainings and maintain a record of presenter information
- Maintain an up-to-date training calendar
- Present listing of training titles and speakers at board meeting for review and suggestions
- Upon booking a presenter, send the following information to the Communications Director: Presenter name, training topic, description, date, the core competencies/KCF and if it meets any of our annual requirements.
- Contact presenter the week before each training 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 training space
- Assist presenter with distribution of any materials to providers
- Coordinate with Develop and trainers to get Develop approval for trainings
- Start working on next years calendar around March/April
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Participate on a minimum of one committee
- Maintain appropriate documentation on the Google website

6. Development Director

- Attend all general and board meetings
- Contact local businesses for potential sponsorship and/or newsletter advertising
- Maintain records of money received from newsletter ads, sponsors, one-time donations
- Work closely with and send advertisers contact info to the Communications Director
- Must serve on the Finance Committee
- Responsible for writing & submitting grant applications
- Work closely with Assistant Development Director
- Be an FCCI ambassador and new board member recruiter
- Assist President and Board Members as needed
- Maintain appropriate documentation on the Google website

7. Membership Director

- Attend all general and board meetings
- Sell and process any membership request received at general trainings, by mail or on-line
- Coordinate with Treasurer for training start-up cash and income turn-in
- Maintain accurate records of membership sales and active/inactive providers from Families First
- Maintain accurate provider database: Work closely with Assistant Training Director to complete the clean sweep, of non-members in on-line directory, by end of January
- Maintain provider directory information on Weebly
- Maintain PayPal account, transfer received funds on monthly basis to business account
- Send names and addresses of new FCCI members to Provider Support
- Order yearly membership cards, select a new color each year
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Participate on a minimum of one committee
- Maintain appropriate documentation on the Google website

Appointed Positions (5)

1. Community Outreach Director

- Attend all general and board meetings
- Create & distribute E-news on the first of every month.
- Update Facebook as needed with upcoming training events (info will come from training coordinator), articles, graphics, and any pertinent information
- Provide FCCI brochures to licensing for distribution at their licensing sessions and other agencies as requested.
- Serve as liaison between FCCI and Olmsted County licensors.
- Serve as point of contact for community partners (i.e., Families First)

- Serve on the advocacy committee.
- Work closely with Communications Director
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Participate on a minimum of one committee
- Maintain appropriate documentation on the Google website

2. Provider Support Director

- Attend all general and board meetings
- Coordinate sending correspondence to membership (i.e. death, births, welcome new members etc.) Follow-up with newly licensed providers.
- Cross-train and assist Community Outreach with Facebook updates and/or Communications Director with website updates
- Be an FCCI ambassador and new board member recruiter
- Assist President and Board Members as needed
- Participate on a minimum of one committee
- Maintain appropriate documentation on the Google website

3. Assistant Training Director

- Attend all general and board meetings
- Assist Training Director at general member meeting
- Search for potential presenters/speakers and topics. Give presenter's contact information & suggested topics to the Training Director
- Prepare evaluations for distribution at trainings and assist with the collection of evaluations
- Tabulate evaluations:
 - Present feedback report at next board meeting based on member evaluations and comment
 - Provide the names of any new volunteers and door prize donors to the President
- Write thank you notes to the presenters, include the evaluation report
- Document provider numbers on Develop site for record keeping
- Will obtain and prepare the training certificate from the Training Director by signing and making copies for distribution ONLY when requested by a provider. Certificates for everyone have been discontinued.
- Attendance at trainings: Providers will sign up for classes and you keep track of the provider's name, develop #, email address
- Verify member attendance for post training certificate requests and mail certificates if verified
- Works with treasure during monthly workshops to coordinate funds
- Works closely with Membership Director. Help with chapters & cleansweep.
- Be an FCCI ambassador and new board member recruiter
- Assist President and Board Members as needed
- Participate on a minimum of one committee
- Maintain appropriate documentation on the Google website

4. Assistant Development Director (Development Director assumes these duties)

- Attend all general and board meetings
- Responsible for handling Provider Marketplace requests
- Responsible for sales of merchandise and for setting up online t-shirt ordering w/ vendor
- Generally looking for other merchandise to sell
- Maintain accurate records of sales, cost, and inventory
- Coordinate sales at conferences that FCCI attends as vendors
- Coordinate with Treasurer for income turn-in
- Serve on Finance committee
- Work closely with the Development Director
- Be an FCCI ambassador and new board member recruiter
- Assist President as needed
- Maintain appropriate documentation on the Google website

5. Advisor

- Attend all general and board meetings
- Assist President as needed. Help guide the president if they are new to the role.
- Serve as back up to open positions
- Participate on a minimum of one committee
- Be an FCCI ambassador and new board member recruiter
- Maintain appropriate documentation on the Google website