

WECA JOB DESCRIPTION

Position: **Regional Representative**

Term of Office: Three Years - Appointed

Charge: Assist with recruitment and maintenance of active, inclusive membership; Provide the WECA Board with the desires and needs of members of their region; act as a liaison to members throughout their region.

General Qualifications: Member of NAEYC and WECA who has a desire to be in contact with a broad range of early childhood professionals.

KEY RESPONSIBILITIES:

Attends and participates in WECA Board Meetings and events

 Attendance at annual Conference

 Help set up and staff the membership booth at annual conference

Serves as liaison between the state board and local members

Welcome new members through phone calls, emails or written communication and encourage members whose membership has expired to renew. Information will be sent from VP of Membership and should be addressed within 10 days.

Represent local members at the state board meetings. Recruit local members who will serve on a regional committee to keep you informed of issues in your area, and assist with any events.

Provide a quarterly report of activities conducted at the local level, concerns, and technical assistance needs of local members.

Recruits membership into the organization on a local level

Works with the VP Membership to keep information and displays current and available for use at local and regional activities.

Recruits state leadership from members and leaders at local level

Maintains communication between state and local members

Provides information to the newsletter committee for publication on a regular basis.

Maintains a notebook(database list) of membership information and pertinent WECA information for the region

Identifies potential Early Childhood Professional; K-2 Teacher of the Year; and Friend of the Young Child nominees from their prospective regions.

Assists in identifying potential presenters to VP Programs/Conference Chairs