

WYOMING EARLY CHILDHOOD ASSOCIATION
JOB DESCRIPTION

Position: **Accreditation Chair**

Term of Office: Three Years - Appointed

Charge: To serve the members of WECA in their pursuit of NAEYC accreditation

General Qualifications: Member of NAEYC and WECA who has contact with broad range of early childhood professions. Must have a knowledge of the accreditation process and be willing to act as a facilitator of information and training.

KEY RESPONSIBILITIES:

- Maintains a resource library (electronically whenever possible) of accreditation assistance materials. Keep current regarding accreditation through the NAEYC Accreditation link.
- Provides administrative assistant e-newsletter articles and possible conference training sessions in support of WECA members seeking, maintaining and renewing NAEYC accreditation.
- Keeps the Board informed of changes in accreditation procedures.
- Attends WECA sponsored and other conferences each year
- Works with the VP of Membership to coordinate a display of materials for interested people.
- Shares information through written reports for Board meetings
- Attends the orientation meeting each January.