

WYOMING EARLY CHILDHOOD ASSOCIATION
JOB DESCRIPTION

Position: **Vice President of Public Policy**

Term of Office: Three Years

Charge: To gather and distribute pertinent public policy information and decisions from within WY and the nation to Board and membership.

General Qualifications: Member of NAEYC and WECA who has contact with broad range of early childhood professionals.

KEY RESPONSIBILITIES:

- Attends and participate in WECA Board Meetings.
 - Be informed of public policy priorities and issues
 - Keep Board informed
- Coordinates public policy team (should have 3-8 team members) to:
 - Receive recommendations on issues from members, board, etc.
 - Develop position papers, public policy reports to be approved by Board
 - Address and keep abreast of legislative issues.
- Monitors legislative priorities of WECA.
- Keeps abreast of NAEYC and other affiliation issues and positions and informs President, Board and membership.
- Submits articles to the Administrative Assistant for e-newsletter and website to keep members informed on issues and appropriate action recommendations.
- Maintains an electronic and paper file of position information and insures that WECA Administrative Assistant has a copy.