

WYOMING EARLY CHILDHOOD ASSOCIATION
JOB DESCRIPTION

Position: **Vice President of Programs**

Term of Office: Three Years

Charge: Oversees the programs sponsored by WECA; coordinates with committee chairs to accomplish work.

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

KEY RESPONSIBILITIES:

- Recommends themes, site, and speakers for upcoming events to Affiliate governing board for approval.
- Delegates and coordinates planning and implementation responsibilities
- Oversees planning, budgeting, implementation, and evaluation of events.
- Oversees program/conference committees and appoint members as necessary.
- Promotes participation in affiliate group.
- Attends Affiliate Board meetings and give updates.
- Attends annual NAEYC Conference.