



Minnesota Association for the Education of Young Children Minnesota School-Age Care Alliance

An Affiliate of **naeyc**

## **MnAEYC-MnSACA Membership Advancement Committee Position Description**

### Committee Description

The role of the Membership Advancement Committee is to attract, recruit, engage, and retain members. The committee seeks to build further awareness surrounding best practices in the early childhood and school-age care fields, and to promote and facilitate opportunities for members that are career-enhancing and will allow them to stay connected to a professional network of educators across the state, as well as nationally.

### **Expectations of Committee Service**

#### Time Commitment

Membership Advancement Committee Members should be prepared to spend two hours per month on committee work. This includes a monthly meeting of 60-90 minutes. Depending on the issues, this time commitment could grow. In addition, there are opportunities for greater involvement through special project work.

#### Meetings

Committee members are expected to participate actively in a majority of committee meetings and functions. Materials should be read prior to the next committee meeting. Committee members are asked to notify the Chair and Staff Liaison if they will not be available for the meeting. A call-in option to the monthly meeting is available. The Membership Advancement Committee meets monthly for 60-90 minutes.

#### General Committee Member Expectations

- Complete monthly action items agreed upon by the committee, and provide ideas, suggestions, and feedback on agenda items.
- Be able to answer questions regarding MnAEYC-MnSACA's mission, objectives and membership structure.
- Be aware of all MnAEYC-MnSACA initiatives across both organizations.
- Actively recruit and market towards a diverse new group of members that represent the children and families served in Minnesota, and promote and encourage participation in MnAEYC-MnSACA.
- Provide input and suggestions on how to expand & improve services, add value to membership, and increase membership to further support MnAEYC-MnSACA initiatives.
- When attending state, regional, or local meetings, support and promote membership involvement.
- Provide direction to MnAEYC-MnSACA staff on vending opportunities and volunteer to attend conferences, when applicable.
- Participate in the Annual State Conference & other professional development events (preparations for membership table, staffing table, etc.).
- Actively recruit new members to the committee.
- Must be a current MnAEYC and/or MnSACA member in good standing.