



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

An Affiliate of **naeyc**

MnAEYC-MnSACA Super School-Age Saturday Committee Position Description

Committee Description

The Super School-Age Saturday Committee is responsible for planning two annual workshops that are held in the Fall and Spring for front line school-age care staff. The committee's primary responsibilities center on the educational content of the event including choosing the event theme, speakers and session topics. In addition, the committee works in cooperation with the Professional Development Strategies Committee to set goals and strategies in order to implement an educational and successful event.

Expectations of Committee Service

Time Commitment

Members of the committee should be prepared to spend two hours per month on committee work. This includes a monthly meeting. There is no meeting in July.

Meetings

Members are expected to participate actively in a majority of committee meetings and functions. Members are asked to notify the Committee Chair and Staff Liaison if they will not be available for the meeting. A call in option to the monthly meeting is available.

General Committee Member Expectations

- Committee members will regularly attend committee meetings and will accomplish tasks related to Speaker Selection, Enrichment, and Publicity.
- Committee members may recruit other MnAEYC-MnSACA members for the completion of specific tasks.
- Committee members will select a keynote speaker related to the theme.
- Committee members will work with the Staff Liaison and the Director of Policy and Communications to create a Request for Proposal (RFP) for recruiting speakers for breakout sessions. If necessary, the committee will seek out additional breakout session speakers who offer presentations related to the event theme.
- Committee members will review proposals and select presenters, the committee will pass this information on to the staff liaison and Director of Policy and Communications who will make the final arrangements for securing the speakers and providing the honorarium, if applicable.
- Committee members will create the event schedule, assign room hosts, and room arrangements, etc.
- Committee members will be knowledgeable of and well prepared to promote the event, including participating on social media.
- Committee members will attend the event, volunteering to work as a greeter, at the registration table, etc.
- Committee members may receive complimentary registration if they attend the majority of meetings and are fully involved in the general expectations.
- Non-members are welcome to be part of the committee, but membership and/or continued membership in MnAEYC and/or MnSACA is highly encouraged.