



Professional Family Child Care Alliance of Georgia

Job Descriptions

EXECUTIVE COMMITTEE

The Executive Committee consists of the President, Vice-President, Secretary, and Treasurer. The Executive Committee usually acts as a steering committee that prioritizes the agenda of the board meetings. Executive Committee members also sometimes manage urgent matters between board meetings.

A. President

1. Shall serve as the principal officer of the PFCCAG.
2. Shall preside over all membership meetings and Board meetings.
3. Shall act as liaison between PFCCAG, its employees, and any outside agencies.
4. Shall work directly with the Board to implement short and long-term goals for PFCCAG.

D. Treasurer

1. Assist the development of financial policies and their review by the board.
2. Assist in the preparation of the annual budget and its presentation to the board for review.
3. Serve as a co-signer of checks with at least one other authorized board member.
4. Ensure that required government tax filings and remittances are submitted on a timely basis.
5. Shall serve as Chair of the Finance Committee.
6. Ensure that payroll and other liabilities are settled in a timely manner.
7. Ensure that the organization maintains the appropriate financial books and records and that these are accurate and up-to-date.
8. Prepare annual report on treasury spending for the year and project spending for the next year.

GENERAL RESPONSIBILITIES OF COMMITTEE CHAIRS

1. Committee Chairs, Co-Chairs and Assistant Chairs are appointed by the President, with Board approval.
2. Each committee has a responsibility to use standard language preapproved by the Board.
3. As needs change, standing committees may change as well. It is vital for the President to conduct a yearly review and renewal of commitment on both sides with Chairs of these committees.
4. Each committee creates its own description, work plan, policies and procedures that must be approved and included in this document.
5. Written/emailed reports are expected from each committee the Saturday before the regular Board meeting or as requested by the president and should be turned in to the Vice President.

Reports should include:

- the date of any meeting or action,
- a description of the meeting or action,

- a description of any work completed,
any response needed from the Board, including a recommended motion if you want the Board to take formal action, and
any change in a timeline or budget you previously submitted, or
a statement that no action was taken by the Committee during that time.
6. The President will forward all reports submitted to the Full Board with the agenda prior to all full Board meeting to be reviewed and filed with each meeting minutes.
 7. Committee Chairs are encouraged to submit reports of committee activity to the newsletter.
 8. Committee Chairs should link with members to solicit active committee members.
 9. Committees will defer comment to the Board in all instances where the issue falls beyond the scope of their responsibilities.

SECTION II - DUTIES

The Executive Committee shall conduct the day-to-day business operations of PFCCAG, as needed when the full Board is unavailable, and report to the Full Board in a timely manner. The Executive Committee shall have the power of the Full Board within the general policies, programs, budget, and specified directions established by the Full Board.

1. **President.** The President shall (i) preside at meetings of the Full Board and the Executive Committee and (ii) ensure that the actions of the Board of Directors are carried into effect by the Executive Director and staff, if any. The President shall also have such other duties and responsibilities as may be specified in these Bylaws and as shall be directed from time to time by the Board of Directors.
2. **Vice President.** The Vice President shall, in the absence or disability of the President, perform the duties of the office of President. The Vice President shall have such other powers and perform such other duties as may be assigned by the President. In the event of a permanent vacancy in the office of the President, the Vice President shall succeed to the office of President to serve for the remainder of the unexpired term.
3. **Secretary.** The Secretary shall act as secretary of all meetings of the Full Board at which he or she is present, shall record all the proceedings of all such meetings in a book to be kept for that purpose and shall have supervision over the care and custody of the records and seal of PFCCAG. The Secretary shall have all powers and duties usually incident to the office of secretary, except as specifically limited by a resolution of the Full Board. The Secretary shall have such other powers and perform such other duties as may be assigned from time to time by the Full Board or the Executive Director.
4. **Treasurer.** The Treasurer shall have general supervision over the care and custody of the funds and the receipts and disbursements of PFCCAG, shall cause the funds of PFCCAG to be deposited in the name of PFCCGA in such banks or other depositories as the Full Board may designate and shall have supervision over the care and safekeeping of the securities of PFCCAG.

The Treasurer shall report to the Full Board at each regular meeting thereof. The Treasurer shall have all powers and duties usually incident to the office of treasurer, except as specifically limited by a resolution of the Full Board, including without limitation preparation of the budget, development of fundraising plans, and dissemination of financial information to the Full Board and the public as appropriate. The Treasurer shall have such other powers and perform such other duties as may be assigned from time to time by the Full Board or the Executive Director.

5. If appointed by the Full Board, PFCCAG shall have an Executive Director. The Executive Director shall be the chief executive officer of PFCCAG and, subject to the control of the Full Board, shall have general supervision over the business and affairs of PFCCAG. The Executive Director shall have all powers and duties usually incident to the office of chief executive officer, except as specifically limited by resolution of the Full Board. The Executive Director shall have authority to conduct all day-to-day, ordinary business on behalf of PFCCAG and may exercise and deliver on behalf of PFCCAG any contract, conveyance, or similar document not requiring approval by the Full Board. The Executive Director shall have such other powers and perform such other duties as may be assigned from time to time by the Full Board. Without limiting the generality of the foregoing, the Executive Director shall attend all meetings of the Full Board, for the purposes of reporting on the progress of PFCCAG and answering questions from the Directors.