

EECERA Trustee Role Description

Trustees matter a great deal to EECERA's functioning and bring valuable early childhood professional or other experience and skills to the Association. It is very important for EECERA to have Trustees committed to their task and with the skills, knowledge and experience that the Association needs. Trustees are appointed by a panel made up of BoT members in accordance with the Association's Internal Regulations attached as addendum to the Constitution. All Trustees hold office for a period of five years; further terms of office are by re-application.

All Trustees should by their actions demonstrate a commitment to EECERA's mission, uphold its principles of operation and code of conduct and participate actively in the Association's events and activities. Trustees have to attend at least one BoT meeting per year and be present, as far as circumstances allow at the Annual Conference.

Trustees give their services voluntarily but reasonable travel and conference support is provided to allow attendance at meetings.

The roles and responsibilities of EECERA Trustees are:

1. Supporting the President of the Association in her/his role and activities and the realisation of the Associations' agreed aims and purpose by:

- Contributing to the development of the vision, mission statement and Business Plan for the Association to support the fulfilment of its aims, and then ensuring their implementation;
- Encouraging a multi-sector, polyphonic, inclusionary stance to ECEC research, practice and policy at all levels

2. Collaborating in the development of strategic, administrative and pragmatic initiatives to facilitate the operation of the Association and its Journal by:

- Initiating innovations and supporting their realisation within the Association;
- Supporting Co-Trustees and Editor in Chief in fulfilling their roles and responsibilities;
- Participating in the Trustees' meetings twice a year;
- Creating the agenda, recording and circulating the Minutes of the Board of Trustees' twice yearly meetings;
- Contributing to the Scientific Committee of Conferences as a representative of the BoT's as agreed by the Board;
- Participating in Editorial Board meetings and activities;
- Sharing the workload & encouraging participation by Co-Trustees and EECERA Members, Secretariat, Country Coordinators, SIG Chairs, Conference Chairs and others.

3. Ensuring ethics and probity in all the Association's dealings and that the Association's profile in the field of ECEC is professional, ethical and of high standing by:

- Assuring financial records and probity, including the checking of annual audited accounts;
- Contributing to the development and updating of the written and agreed protocols for much of the Association's activities to make this transparent and open.

4. Networking for, and promoting, the Association and its Journal by:

- Pro-actively raising the visibility of the Association in appropriate forums internationally;
- Encouraging and supporting the development of sister organisations in other continents;
- Suggesting new conference locations;
- Contributing to the marketing strategy for the Association and publicity materials;
- Marketing & increasing Membership and Institutional Subscriptions;
- Ensuring the annual update of international email lists;
- Contributing to the setting up, monitoring and on-going development of an EECERA website and encouraging links to other suitable organisations.

Accountability to Members is assured by:

- Actively participating in the Annual General Meeting of Members;
- Assuring the probity of EECERA audited accounts;
- Attending the twice-yearly Board of Trustee meetings;
- Providing an annual written summary of activities to BoT Spring Meeting.