

# Great Lakes Association of Child Life Professionals Executive Board Responsibilities

## All Executive Board Members

- Participate in executive board meetings
- Participate in membership meetings
- Assist with the development of and compliance with policies and procedures for the executive board, membership and committees
- Serve as a board liaison to at least one committee and report committee activity to executive board and membership
- Promote the association by informing eligible members of the GLACLP and distribute membership applications
- Align GLACLP goals with the national goals for the Child Life profession by remaining current and knowledgeable about Child Life Council initiatives

## Past President

*Requirements for position according to bylaws:* The Past President shall be an automatic succession by the previous year's president.

- Provide support to the current president

## President

*Requirements for position according to bylaws:* The President, a certified child life specialist (CCLS) and member of the GLACP for at least one year, shall preside at all meetings of the association, represent the association to others, and shall convene the Executive Board at least three times per year during his/her term.

- Coordinate and lead quarterly executive board conference calls and plan agenda
- Coordinate and lead quarterly membership meetings and plan agenda
- Provide president report at quarterly membership meetings
- Review meeting minutes prior to membership distribution
- Initiate yearly goals for the executive board and membership
- Give "year in review" report and outline future goals for the association during the closing session at the annual GLACLP conference
- Participate in GLACLP sponsored events
- Approve documents, flyers, and anything associated with the GLACLP in conjunction with the executive board
- Maintain binder of the history of the GLACLP
- Serve as a resource for other regional groups; contact information listed on the Child Life Council website



## President-Elect

*Requirements for position according to bylaws:* The President Elect, a CCLS and member of the GLACLP shall assume the duties of the President in his/her absence and assists the President with the management of the organization. The President Elect shall collect all nominations, and tally the votes.

- Perform any duties as assigned by President
- Assist the President in all duties
- Assume duties of President in his/her absence
- Complete the Presidential term in the event of a vacancy
- Assist President with development and achievement of yearly goals for the executive board and membership
- Serve as a board liaison to the nominating committee, collect nominations, and tally votes
- Participate in GLACLP sponsored events

## Treasurer

*Requirements for position according to bylaws:* The Treasurer, a CCLS or child life educator, shall collect all dues of the association, keep all records of membership profiles and financial transactions and prepare a yearly financial report for all members.

- Draft yearly budget for executive board review
- Monitor, manage, and report organizational budget
- Maintain organizational banking account records
- Manage organizational deposits, payments, and reimbursements
- Report financial status to organization during executive board and membership meetings
- Communicate with the conference and internship symposium planning committee co-chairs and host sites regarding financial issues related to conferences and educational programs
- Receive, record and maintain membership materials or delegate as appropriate

## Membership (Treasurer)

- Maintain membership information
- Receive and process memberships
- Report membership status during executive board and membership meetings
- Create and send reminders regarding annual membership renewals

## Secretary

*Requirements for position according to bylaws:* The Secretary, a CCLS or child life educator, shall keep records of all official business.



- Record meeting minutes for executive board and membership meetings
- Submit meeting minutes for review to president
- Distribute meeting minutes to membership
- Email reminders and information regarding quarterly meetings to membership

### Member-at-Large Child Life Specialist

*Requirements for position according to bylaws:* Members at Large will serve as liaisons between the association and other child life specialists, educators and students within the Great Lakes area. Child Life Specialist Member-at-Large must be currently certified and employed as a child life specialist and will serve as the membership coordinator for the association. He/she shall serve a term of one year with the option of being re-elected to an additional one year term.

- Serve as a liaison/representative for child life specialist members
- Communicate child life specialists' needs when planning conferences, networking sessions, meetings, etc.
- Distribute CLC webinar information to membership
- Serve as mentor/mentee program board liaison

### Member-at-Large Educator

*Requirements for position according to bylaws:* Members at Large will serve as liaisons between the association and other child life specialists, educators and students within the Great Lakes area. Educator Member-at-Large, involved in promoting child life through an academic setting, shall serve a two year term with the option of being re-elected to one additional two year term.

- Serve as a liaison/representative for child life academic members
- Report items related to student education during membership and executive board meetings
- Communicate student and educator needs when planning conferences, internship symposiums, meetings, etc.

### Member- At-Large Child Life Assistant

*Requirements for position according to bylaws:* Child Life Assistant Member at Large must currently be employed as a child life assistant or similar position within a child life department and will serve as a liaison for child life assistant members. This board member shall serve a one year term with the option of being re-elected to one additional two year term.

- Serve as a liaison/representative for child life assistant members
- Communicate child life assistants' needs when planning conferences, networking sessions meetings, etc.
- Serve as Child Life Assistant Summit board liason



## Member-At-Large Student

*Requirements for position according to bylaws:* Members at Large will serve as liaisons between the association and other child life specialists, educators and students within the Great Lakes area. Student Member-at-Large, currently enrolled with a university program shall serve a one-year term.

- Serve as a liaison/representative for child life student members
- Serve as the administrator of the GLACLP Facebook page; add updates, announcements, and pictures
- Communicate student and educator needs when planning conferences, internship symposiums, meetings, etc.
- Update GLACLP practicum/internship surveys and document every two years
- Serve as mentor/mentee program board liaison

