

Executive Board Expectations and Benefits

Purpose: To guide, oversee, and regulate the operations and functioning of the Great Lakes Association of Child Life Professionals (GLACLP) in order to best support the regional needs of child life professionals according to the mission and values:

Mission: To provide child life professionals, students, and educators as well as interdisciplinary colleagues with opportunities for professional development, collaboration, and networking within the Great Lakes region.

Vision: To contribute to the advancement of the child life profession through education and advocacy, actively promoting the psychosocial care of children, teens, and families facing challenging life experiences.

Major responsibilities for all executive board members:

- Participate in executive board meetings;
- Participate in membership meetings;
- Participate in GLACLP events;
- 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; and
- Align GLACLP goals with the national goals for the Child Life profession by remaining current and knowledgeable about Association of Child Life Professionals (ACLP) initiatives.

According to the bylaws, Article IV 4.4 states, "Any officer, who does not meet or fulfill the standards or duties established for the office he/she holds, may be removed from office by a majority of votes from the quorum of the association. An officer removed from his/her office no longer receives benefits of serving on Executive Board."

Benefits

- Leadership opportunities
- Networking opportunities with other regional and national child life organizations
- Free registration to all GLACLP events.
- Free GLACLP membership

Individual position responsibilities:

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/their term.

- Initiate yearly goals for the executive board and membership;
- Coordinate and lead (a minimum of) 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;
- 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;
- Serve on the Conference Planning Committee (depending on the rolling-over status); and
- Serve as a resource for other regional groups and list contact information on the ACLP website.

Past President

Requirements for position according to bylaws: The Past President shall be an automatic succession by the previous year’s president. This position has the option to be re-elected for a consecutive 3 year term as President (President-Elect, President, and Past President) or has the option to be elected to another seat on the Executive Board.

- Provide support to the current president;
- Assist President with development and achievement of yearly goals for the executive board and membership;
- Serve on the Leadership Intensive Planning Committee;
- Serve on the Conference Planning Committee (depending on the rolling-over status); and
- Serve as Research Committee liaison.

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/their 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;
- Open elections, collect nominations, and tally votes;
- Serve on the Conference Planning Committee (depending on the rolling-over status); and
- 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. He/She/They shall serve a two-year term with the option of being re-elected to an additional term.

- Monitor, manage, and report organizational budget;
- Draft yearly budget for executive board review;
- 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 event committees (i.e. conference, student symposium and educators meeting, CLA summit, and leadership intensive) co-chairs and host sites regarding financial issues related to conferences and educational programs;
- Receive, record, and maintain membership materials or delegate as appropriate:
 - Maintain membership information;
 - Receive and process memberships;
 - Report membership status during executive board and membership meetings; and
 - Create and send reminders regarding annual membership renewals.

- Accept and manage monetary donations, in-kind donations, and sponsorships.

Secretary

Requirements for position according to bylaws: The Secretary, a CCLS or child life educator, shall keep records of all official business. He/She/They shall serve a one-year term with the option of being re-elected to an additional term.

- 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; and
- Serve on the Communications Committee as the newsletter distributor.

Traditional Member-at-Large Child Life Specialist

Requirements for position according to bylaws: Certified Child Life Specialist Member at Large (traditional) must be currently employed as a child life specialist and will serve as coordinator of the Mentor Mentee Program. He/she/they shall serve a term of one year with the option of being re-elected to an additional term.

- Serve as a liaison/representative for child life specialist members;
- Communicate child life specialists' needs when planning conferences, networking sessions, meetings, etc.;
- Serve as Mentor/Mentee Program board liaison
- Update opportunities and hospital contacts on GLACLP website

Non-Traditional Member-at-Large Child Life Specialist

Requirements for position according to bylaws: Must have active Certified Child Life Specialist credentials, utilize the child life scope of practice on a daily basis in the workplace, and work in a non-traditional setting. This person will assist Certified Child Life Specialist Member at Large (Traditional) in the Mentor/Mentee Program and shall serve a term of two years with the option of being re-elected to an additional two year term.

- Assist Certified Child Life Specialist Member at Large (Traditional) in the Mentor/Mentee Program.

- Plan at least one session/opportunity for other Non-Traditional CCLSs to obtain new information and/or network at the GLACLP annual conference. This member must help facilitate this opportunity at the conference.
- Assist in planning the Leadership Intensive to ensure representation and opportunities are provided for Non-Traditional CCLSs to obtain new information and/or network.
- Ensure an up-to-date list of Non-Traditional CCLSs is available to GLACLP members on the GLACLP website.
- Act as a resource to other GLACLP members who are inquiring about Non-Traditional settings.
- Work with Communications/Education Committee to provide relevant information about Non-Traditional settings to members. (Examples include: organize webinar for general GLACLP webinar series, include content in Newsletter, high-light Non-Traditional programs on Social Media, connect with members on Discord/Forum platform).

Member-at-Large Educator

Requirements for position according to bylaws: 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 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.; and
- Serve on the Education Committee as Eboard liaison
- Blind applications for scholarships and conference abstracts

Member-At-Large Student

Requirements for position according to bylaws: Student Member at Large, an individual pursuing certification, shall serve a one-year term with the option of being re-elected to an additional term.

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

- Serve as Mentor/Mentee Program board liaison.

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 and will serve as a liaison for child life assistant members. He/she/they shall serve a two year term with the option of being re-elected to an additional term.

- Work with Conference Committee to organize, plan, and implement Child Life Assistant sessions
- Represent Child Life Assistants within region

Technology Liaison

Requirements for position according to bylaws: The Technology Liaison, a professional working in the field of child life, shall support GLACLP in its technological endeavors. He/she/they shall serve a term of two year with the option of being re-elected to an additional term.

- Work with Eboard and technology goals
- Manage Discord networking platform
- GLACLP liaison for technology needs at GLACLP sponsored events.
- Support website coordinator and communication committee with technology needs (i.e. zoom, Instagram, Facebook, etc.).
- Assist in researching best practice for technology needs.