

SECA COMMISSIONS AND COMMITTEES/TASK FORCES

The work of an organization is conducted by the members of the organization through the various working groups of the organization. Each working group has specified duties and responsibilities and timeframes that have been approved by the Board of Directors. It is important that all working groups understand their responsibilities and assignments as outlined in the SECA Policies and Procedures Manual.

- **Commissions** are composed exclusively of members of the SECA Board of Directors and are designed to provide a structure for completing tasks and meeting Board objectives between Board meetings. Board members are appointed by the President prior to January 1 of each year.
- **Committees** are composed of SECA members who are interested in furthering the goals and objectives of the organization. Any SECA member may serve on a SECA Committee.

COMMISSIONS

GENERAL POLICY

The Commissions include the Commission on Finance, the Commission on Membership, the Commission on Public Policy, the Commission on Professional Development, and the Commission on Leadership. Individual commission descriptions are outlined in this section.

The members of SECA Commissions are appointed annually by the President

Prior to the beginning of the SECA fiscal year (January 1), each member of the Board of Directors will be appointed to a Commission for the following year. These appointments will be made in consultation with the Board member to ensure that the placement is satisfactory and productive.

The Commissions report to the Board of Directors at each meeting about their work in the interim and their recommendations for Board action. Commission agendas for work during the interim are developed at the Board meeting, and Commission work begins at the conclusion of the meeting.

COMMISSION ON FINANCE

The Commission on Finance guides and monitors the financial status of SECA and all budgetary functions. It reviews financial matters and advises the Board of Directors with respect to the present and future financial affairs of the Association.

The Commission on Finance is composed of the following members:

- SECA Fiscal Officer (chair)
- SECA Executive Committee
- The chairs of the SECA Commissions

Responsibilities:

- Monitors and directs SECA financial planning and implementation
- Reviews all financial records of the Association
- Supervises compliance with IRS procedures.
- Integrates activities with those of other Commission and working groups to make recommendations on expenditures not approved in the current budget.
- Assists the Fiscal Officer in preparation of the annual budget by identifying potential expenditures for the next year.
- Receives and approves/disapproves all financial requests of the organizational units.

COMMISSION ON LEADERSHIP

The Commission on Leadership plans and implements projects and activities that support leadership development, both for SECA and in the state affiliates.

Responsibilities:

- Chaired by the Vice-President, it is responsible for ensuring the successful implementation of a state affiliate communication network each year.

- To determine the need for and methods of leadership development activities and/or projects.
- To plan the SECA Summit that is held at the annual conference.
- To plan an annual orientation for Board members.

COMMISSION ON MEMBERSHIP

The Commission on Membership is responsible for planning and implementing projects and activities that enhance SECA membership.

Responsibilities:

- Reviewing and recommending changes to membership categories and member benefits.
- Developing and maintaining a Board accountability system to ensure that strategic goals and objectives regarding SECA membership are regularly reviewed, revised and accomplished.

COMMISSION ON PUBLIC POLICY

The Commission on Public Policy promotes the sharing of public policy information by monitoring and planning policy activities that concern the SECA membership and general public.

Responsibilities:

- To promote coordination of effective advocacy strategies among SECA members and related organizations.
- To make recommendations to the Board of Directors on policies concerning public policy and advocacy.
- To act as an approval body on behalf of the SECA Board of Directors when it is impossible to gain full Board approval on a public policy issue because of time constraints.

COMMISSION ON PROFESSIONAL DEVELOPMENT

The Commission on Professional Development guides and monitors the planning and implementing of all professional development activities and the implementation of annual conference.

Responsibilities:

- To monitor and support SECA conference planning and all other professional development activities.
- To recommend policies and procedures for all SECA professional development activities.
- To design and develop new SECA professional development activities.

<h2>COMMITTEES/TASK FORCES</h2>

GENERAL POLICIES

Committees and task forces support the mission of SECA through actions that relate to the specific project or issue assigned to a committee and support the organization's annual goals as approved by the SECA Board of Directors.

SECA has three standing committees: Nominating, Editorial and the Division for Development Committees. These three committees are charged with specific duties throughout the year.

Ad hoc committees and task forces are designed to develop a specific project/issue as defined by the SECA Board of Directors. Their work is supported by the SECA Executive Director. These ad hoc committees and task forces are issue specific and time limited.

An Ad Hoc Committee on Long Range Planning will be appointed by the President every three years. The Work Group will be chaired by the Immediate Past-President. This Ad Hoc Work Group is charged with reviewing and updating the strategic plan for the Association and will exist within a specified timeframe as outlined by the President. A report from this work group will be provided to the SECA Board of Directors at the fall Board meeting which concludes the term of the Immediate Past-President.

All SECA members, except current members of the Board of Directors, are eligible to serve on SECA committees. Members of the Board of Directors may serve as consultants or liaisons to committees. Committee members should be representative of the SECA membership.

The President appoints members of Committees and Task Forces. This may be done in consultation with state affiliate leaders. During the year that there is a President-Elect, the selection process will be a collaborative effort between the President and President-Elect. The President also appoints a Committee Chair who will be responsible for ensuring that the Committee is functioning and communicating with the SECA Board nad office.

DIVISION FOR DEVELOPMENT COMMITTEE

The Division for Development Committee is a standing committee that assists the SECA Board of Directors in building the Division for Development fund through implementation of the Silent Auction at the annual conference.

The Fiscal Officer of the SECA Board of Directors serves as a liaison to the Division for Development Committee. The Executive Director will serve as a consultant, advisor and communication link with the SECA office.

The SECA Board of Directors will vote at its fall meeting each year on the use of the revenue produced by the Silent Auction in the next year. The SECA Board of Directors will be the sole authority on decisions concerning disbursement of funds from the Division of Development restricted fund.

Responsibilities:

- To implement the Silent Auction with the support of the SECA Board of Directors at the annual SECA conference.
- To recommend additional fund raising strategies to build the fund.
- To recommend possible strategies for use of the fund to coordinate the available revenue with SECA's goals and objectives.

Membership:

- Terms will be staggered three-year terms with members serving only one term.
- The Committee shall be composed of a maximum of 6 members and one member must be a former SECA Board member.

NOMINATING COMMITTEE

The Nominating Committee is a standing committee appointed by the SECA President.

Responsibilities:

- To select at least two candidates for the office of SECA President-Elect.
- To assist the Board of Directors in selecting at least two candidates for the position of Member-at-Large when a vacancy occurs.

Membership:

- The SECA Immediate Past-President serves as a non-voting chair for two years. During the first year, the Past President serves as liaison to the Board while completing his/her Board service.
- During the second year, the SECA President appoints a non-voting liaison from the SECA Board.
- State affiliate presidents appoint a committee member according to the following rotation:
 - Rotation #1: (2009, 2013, 2017) Texas, Oklahoma, Virginia, Georgia, West Virginia, Tennessee, Arkansas
 - Rotation #2 : (2007, 2011, 2015) Florida, North Carolina, Alabama, Kentucky, Mississippi, South Carolina, Louisiana.
- All members will serve a two-year term.
- A member of the Nominating Committee may not have his/her name placed on the SECA ballot.

EDITORIAL COMMITTEE

The SECA Editorial Committee is designed to advise the SECA Board of Directors on matters related to editorial policies and the production and distribution of SECA publications and media materials. The Committee works under the direction of the SECA Board of Directors.

Responsibilities:

- Serves as the final referee for articles submitted to *Dimensions of Early Childhood*.
- Determines the topic of the fall theme issue of *Dimensions of Early Childhood* each year.
- Advises the SECA Board of Directors as to the scope and direction of publications.
- Serves as a reviewer for publications if an individual member possesses expertise in the content area.
- Recommends content area and content reviewers, as need dictates.
- Provides technical assistance to inexperienced authors when requested.

Membership:

- Chair is appointed by the SECA President for a two-year term.
- Seven members, elected by the SECA Board of Directors, serve staggered three-year terms.
- Each member must have been a member of SECA for three years prior to his/her appointment, possess a proven record in publications or editing and have previous experience as an editorial advisor.
- At least one member should be teaching in or serving in an administrative capacity with a program for young children.
- The *Dimensions of Early Childhood* editor will serve as a consultant.

