



Minnesota Association for the Education of Young Children Minnesota School-Age Care Alliance

An Affiliate of **naeyc**

MnAEYC-MnSACA Summer Leadership Institute Committee Position Description

Committee Description

The Summer Leadership Institute (SLI) Committee is responsible for planning the annual institute that is held in the summer for Minnesota's leaders and aspiring leaders in early childhood and school-age care. The committee's primary responsibilities center on the educational content of the event, including choosing the event theme, speakers and session topics. In addition, the committee works in cooperation with the Professional Development Strategies Advisory Group to set overall goals and strategies.

Expectations of Committee Service

Time Commitment

Members of the committee should be prepared to spend an average of two hours per month on committee work. This includes a monthly meeting from November-July. There will be no meetings August-October. A **minimum** of 1 year of service is required; length of service terms is unlimited.

Meetings

Members are expected to participate actively in a majority of committee meetings and action items. Members are asked to notify the Committee Chair and Staff Liaison if they will not be available for the meeting. A call in option to the monthly meeting is available. The committee meets for 60 minutes.

General Committee Member Expectations

- Committee members will regularly attend committee meetings and will accomplish tasks related to Speaker Selection, Enrichment, and Publicity.
- Committee members may recruit other MnAEYC-MnSACA members for the completion of specific tasks.
- Committee members will select a keynote speaker related to the theme.
- Committee members will work with the Staff Liaison and the Director of Policy and Communications to create a Request for Proposal (RFP) for recruiting speakers for breakout sessions.
- Committee members will review proposals and select presenters, the committee will pass this information on to the Staff Liaison and Director of Policy and Communications who will make the final arrangements for securing the speakers and providing the honorarium, if applicable.
- Committee members will create the event schedule, assign room hosts, and room arrangements, etc.
- Committee members will be knowledgeable of and well prepared to promote the event, including participating on social media.
- Committee members will conduct a self-evaluation upon completion of the event and report the results to the Committee Chair and Staff Liaison.
- Committee members will attend the event, volunteering to work as a greeter, at the registration table, etc.
- Committee members may receive complimentary registration if they attend the majority of meetings and are fully involved in the general expectations.
- Non-members are welcome to be part of the committee, but membership and/or continued membership in MnAEYC and/or MnSACA is highly encouraged.