



Texas Association for Family Child Care

PROCEDURAL MANUAL

President

Section 2. Duties of President

The President shall be the chief executive officer of the association and shall, subject to the control of the Board of Directors, supervise and control all of the day to day business affairs of the association and the activities of the officers. The president shall preside at all Meetings of Members and of the Board of Directors. Except as otherwise expressly provided, he or she shall in the name of the Association, sign any contracts, deeds, mortgages, bonds, checks, or other instruments which may from time to time be authorized by the Board of Directors.



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Vice President

Section 3. Duties of Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President.

In charge of all seminars

- Make packets, front page, agenda, Officer and Representative Names and address, thank you's, evaluations.
- Sign in sheet: keep sign-in sheet from each workshop and forward a copy to the Membership Secretary.
- Certifications: Shall be in possession of the seal of corporation and affix the seal. If Vice President not in attendance of workshop or seminar, certifications need to be mailed out 10 (ten) days prior to area representative and sealed. Number of pre-registered attendees plus 10 (ten) additional certifications for walk-ins.
- Bring copies of newsletters, applications, and name tags for everyone in attendance.
- Keep extra supplies and resources for conference and seminars

In charge of Area Representatives

Hand out Area representative's notebooks.

The notebook shall include:

- a. Cover sheet
- b. Area Representative and Officers list (up-dated as needed)
- c. By-Laws
- d. How to hold a seminar
- e. Applications
- f. These items shall be put in a notebook with dividers.
- g. Donation letter

Make all business cards for area representatives.

Newsletter:

Give workshop **fliers** to newsletter editor by deadlines.

1st quarter newsletter: **Deadline February 15th – Published March 1st**

2nd quarter newsletter: **Deadline May 15th – Published June 1st**

3rd quarter newsletter: **Deadline August 15th – Published September 1st**

4th quarter newsletter: **Deadline November 15th – Published December 1st**

Vendors:

Keep a master list of all vendors and exhibitors.

Included with this manual are examples of:

Seminar sign in sheet

Example of seminar certificates

Master list of donations and exhibitors

Exhibit registration form

One-Day Seminar flier



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Supplies needed to fulfill position are:

- Copy paper
- Colored card stock
- Mailing labels
- Business cards
- Postage
- Regular envelopes
- Large 9 x 12 envelopes
- Notarial/certificate labels
- Folders for seminars



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Recording Secretary

Section 4. Duties of Recording Secretary

Give notice of meetings in accordance with the provisions in these Bylaws.

By-Laws definition:

ARTICLE VI – MEETINGS OF MEMBERS

Section 3. Notice of Meetings

Notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than fifteen (15) nor more than sixty (60) days before the date of the meeting, either personally or by mail or email, by or at the direction of the President, or the Recording Secretary, or the persons calling the meeting, to each member entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the members at his or her address as it appears on the records of the Association, with postage prepaid. Personal notification includes notification by telephone or by facsimile, provided however, in the case of facsimile notification, the member to be contacted shall acknowledge personal receipt of the facsimile notice by a return message or telephone call within twenty four hours of the first facsimile transmission.

Procedure how to:

Publish all notices in writing. Email Membership Secretary Notice of Meeting to email/mail information to members. Notify Webmaster to publish on website. All attachments of information should be emailed in a universal format of PDF.

By-Laws definition:

ARTICLE VII – BOARD OF DIRECTORS

Section 5. Notice of Meetings

Notice of any meeting of the Board of Directors shall be given each member of the Board at least seven (7) days prior to the date of the meeting by the Recording Secretary. Such notice may be oral or written, may be given personally, by first class mail, by telephone, or by facsimile, and shall state the place, date and time of the meeting. In the case of facsimile notification, the director contacted shall acknowledge personal receipt of the facsimile notice by a return message or telephone call within twenty-four hours of the facsimile transmission.

Procedure how to:

Publish all notices in writing. Email Membership Secretary Notice of Meeting to email/mail information to members. Notify Webmaster to publish on website. All attachments of information should be emailed in a universal format of PDF. Include in notification to board members: "Contact Recording Secretary of attendance of meeting." Recording Secretary will have a check off list for documentation of attendance, therefore, to verify there will be a quorum for the scheduled meeting. If there is no quorum Recording Secretary will notify the board in writing by email that the meeting will need to be rescheduled after another 30 days to meet bylaws requirements of meeting quorum.

When giving notice of annual meeting the following will need to be included: Will need to be published in the 1st quarter newsletter with agenda.

Minutes:

Keep a book of minutes of all meetings of the membership and directors. Minutes must be filed within 7-10 days after every meeting.

Be custodian of all records.

- Certify and maintain a copy of the Bylaws as amended to date.
- Articles of Incorporation
- Donation letter



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Make available at reasonable times to any member or director, or to his or her agent or attorney, on request, the Bylaws, the membership book, and the minutes of the proceedings of the Meeting of Members. Minutes of the meetings of the Board of Directors may be made available to non-Board members by a 2/3 vote at a Meeting of Members.



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Membership Secretary

Section 5. Duties of Membership Secretary

Maintain a membership file containing the name and address, and emails of each member, and, in the case where membership has been terminated, he or she shall record such fact together with the date on which membership ceased.

Membership Directory:

Maintain membership directory on TAFCC website by submitting membership information to the webmaster. Any membership additions or terminations shall be made within one (1) month of receiving written notification.

Form must be in pdf format from excel database.

Newsletter:

Shall send out quarterly newsletters by email/mail to all members. Membership Secretary will emailing/print quarterly newsletter and sending out which would be forwarded by the newsletter editor in a pdf format.

1st quarter newsletter: **Deadline February 15th – Published March 1st**

2nd quarter newsletter: **Deadline May 15th – Published June 1st**

3rd quarter newsletter: **Deadline August 15th – Published September 1st**

4th quarter newsletter: **Deadline November 15th – Published December 1st**

Print members labels from excel database merge with publisher. By members zip code.

Notice of Meetings to Members:

Recording Secretary will email in a pdf format the notice of meetings to Membership Secretary. Membership Secretary will email/mail to all members before the 30 day notice deadline.

Conference:

Membership and Treasure in charge of registration table at annual conference. Will give conference coordinator labels with all members first and last names and a random number to be placed on conference packets.



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Informational packet:

Packets need to be mailed within twenty (20) days of receiving information from Treasurer.

New Members packet shall contain:

- a. Membership Certificate
- b. Welcome letter from President
- c. Area Representatives and Officers contact sheet
- d. By-Laws
- e. Newsletter (mail/email)

Renewing Members pack shall contain:

- a. Membership Certificate and membership card
- b. Welcome letter from President
- c. Area Representatives and Officers contact sheet

Due statements needs to be mailed by January 10th of the year due.

Will delete unpaid members by May 1st of each year.

If a member's check should have insufficient funds contact member with \$30 fee and dues payable. If not paid within 30 days Treasurer will contact Membership Secretary to remove off membership list and terminate membership.

Supplies needed to fulfill position are:

- Copy paper
- Colored card stock
- Mailing labels
- Business cards
- Postage
- Regular envelopes
- Large 9 x 12 envelopes
- Notarial/certificate labels



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Treasurer

Section 6. Duties of Treasurer

Have charge and custody of, and be responsible for, all funds and securities of the association, and deposit all such funds in the name of the Association in such banks, trust companies, or other depositories as shall be selected by the Board.

Receive, and give receipt for, monies due and payable to the Association from any source whatsoever.

All monies received shall be deposited within ten (10) days of receiving. Same day as deposit mail or fax the Membership Secretary the membership applications along with a transaction report.

Disburse, or cause to be disbursed, the funds of the association as may be directed by the Board of Directors. Keep and maintain adequate and correct accounts of the association's properties and business transactions.

Producer how to:

Which includes a log of association assets.

Make available at reasonable times the books of account and financial records of the association, or to his or her agent or attorney, upon request.

Treasurer shall have all financial reports completed and made available to the audit committee no later than thirty (30) days after the end of the previous quarter.

Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Association.

Prepare and certify the financial statements to be included in any required reports.

Producer how to:

Send in the IRS report by date.

Financial report due at conference business meeting.

If a member's check should have insufficient funds contact member with \$30 fee and dues payable. If not paid within 30 days Treasurer will contact Membership Secretary to remove off membership list and terminate membership.



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Give financial report to newsletter editor by newsletter deadlines.

1st quarter newsletter: **Deadline February 15th – Published March 1st**

2nd quarter newsletter: **Deadline May 15th – Published June 1st**

3rd quarter newsletter: **Deadline August 15th – Published September 1st**

4th quarter newsletter: **Deadline November 15th – Published December 1st**



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Audit Committee

Committees are to be appointed by the Board of Directors from the general membership to serve in the committees after reviewing the requirements of the committees and resumes received to ensure the best qualified people serve on the committees. The Committees shall choose the chair of the committee carrying out their function independent of the board, submitting a formal written report to the Board of Directors upon request, and association members at the annual conference. They following committees will included at least three (3) members and may correspond either in person, email, or conference call.

Audit Committee: Shall audit the financial books of the association on a quarterly basis to ensure the books are properly maintained and correct. The committee shall submit their formal written report to the full board.

Audit: Quarterly audit to be done by the audit committee comprised of association members with business background, bookkeeping education or dealings with financial reconciliation. The committee will act independent of the board of directors to avoid a conflict of interest. Audit committee will submit a formal written report to the board of directors quarterly. Audit committee shall submit a formal report at the open meeting to the membership on the finances of the association.



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Nominating Committee

Committees are to be appointed by the Board of Directors from the general membership to serve in the committees after reviewing the requirements of the committees and resumes received to ensure the best qualified people serve on the committees. The Committees shall choose the chair of the committee carrying out their function independent of the board, submitting a formal written report to the Board of Directors upon request, and association members at the annual conference. They following committees will included at least three (3) members and may correspond either in person, email, or conference call.

Additional eligibility requirements, if any, will be developed by the Nominating Committee to be approved by the Board of Directors.

A slate provided by the Nominating Committee.

Qualifications must be submitted to the Nominating Committee, in a format specified by the committee.

Nomination Committee: Shall review candidate's resumes and prepare election slates for the annual elections of the board members, publicize criteria and procedures for the positions up for election annually.

How to do election at annual conference.

1. Nominations = mail in (given out in newsletter)
2. Finalize nominations by nominating committee
3. Nominating committee gives board final list of nominations for board to vote and approve
4. Ballots are prepared before conference with space for nominations made from the floor at conference.
5. Nominations received from the floor shall require a resume from the individual nominated and be verified by the committee to ensure the individual meets all necessary requirements.



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Legislative Committee

Committees are to be appointed by the Board of Directors from the general membership to serve in the committees after reviewing the requirements of the committees and resumes received to ensure the best qualified people serve on the committees. The Committees shall choose the chair of the committee carrying out their function independent of the board, submitting a formal written report to the Board of Directors upon request, and association members at the annual conference. They following committees will included at least three (3) members and may correspond either in person, email, or conference call.

Legislative Committee: Shall submit the written form of all policies and procedures governing the association and policies and procedures passé by the board for approval. Upon approval the report shall be added to the association's by-laws document as needed.



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Coordinate conference is the facilitator of conference with the following duties:

The Conference Coordinator will seek volunteers for carrying out the duties. All volunteers will need to fill out a Volunteer Application Conference Form and submit to the Conference Coordinator.

The Board will supply the Conference Coordinator a Negotiation Letter with the maximum dollar amount available for entire conference, as well as the minimum requirements for conference. Example meeting rooms, meals served, etc. The Conference Coordinator will submit reports to the board for approval, and will then confirm with vendors.

Conference Coordinator will need to work with the President to set up the meetings for the committees to meet at the hotel. The Committee will need to meet every month. This keeps everyone on the same page and assists in any way as needed. Conference Coordinator will be the facilitator and will check on all committees to make sure they are on track for conference. At the close of conference, Conference Coordinator will have a gift for each chair person.

Registration packets: Conference Coordinator will print out all documents and put packets together. Membership secretary will coordinate membership labels to send to conference coordinator to put on packets.

Hotel: In charge of booking the hotel for annual conference with hotel manager and making all the accommodations. This would also include all food choices for the meals being served to the members during conference.

Conference Agenda/Flier: In charge of making flier and agenda for conference. Conference coordinator will be putting the time line together with the collaboration of the speaker chair person.



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Speaker Facilitator: *(getting form letters from Brandi to use as a template)*

Speaker chair needs to get 2 speakers for each class time slot. Speaker chair needs key notes speakers for opening, lunch and closing. The opening should be up beat so we get off to a fun start, the closing needs to be someone that can let the providers know what a great job they are doing.

Speaker chair needs to be at conference and ready to introduce the speakers at the opening of each class. At the introduction of class the speaker facilitator will read off a certain amount of door prize numbers which are located on registration packet label. For members to qualify for a door prize the members must be present at the beginning of class. Ten minutes after class starts door will be closed, and members will not be able to attend that class. Speaker chair will have a co-chair to help with introductions being there will be two classes at once. The Speaker Facilitator will then come back at the closing of each class to thank the speaker and give the speaker a gift from TAFCC. Speaker gifts included: water bottle, tote bag, notepad, ink pen, energy bar. Laminated business card with all board members cell phone numbers.

Getting speakers is hard work and you need to stay in touch with them. Send out letters, contact by phone, or e-mail. After you have them lined up and assigned a time slot make sure you check back with them two weeks out from conference, then the week of conference get back with them to confirm.

Make sure to document every speaker even if they can't make conference. We may want to contact them to be speakers for future events. Speaker facilitator may also work with the exhibitor volunteer to see if any of our vendors would like to be a speaker at conference.

Door prizes/Donations: Door prizes and Silent auction volunteers need to work together. You will need to obtain donations for door prizes. The Association will supply you with a donation letter to hand out to any vendor for proof of being "non-profit". You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation.

Each gift should be in a sack and sealed. The value should range from \$10-\$25. Examples included: toy stores, book stores, grocery stores, Lowes, Scholastic, lakeshore, constructive play things. If you receive cash, gift cards or large gifts we can always use them for the silent auction, hospitality, and gifts for key note speakers.

Any gifts not used at conference should be used at future seminars. Following conference thank you cards will need to be sent no later than 10 days after conference.

Silent auction: Door prizes and Silent auction volunteers need to work together.

Obtain two or three names of charitable organizations and bring it to the board with why they think it would be a good organization for us to donate our money too (a non-profit not associated with United Way). The Association will supply you with a donation letter to hand out to any vendor for proof of being "non-profit". You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation.

You will need to obtain donations of gifts to use in the auction, they need to set it up at conference and be in charge of collecting the money and turning it in and making a report on it. You will need to set up the items on the tables, have bid sheets (provided by association) beside each item with a starting bid listed. Be at the table at bid closing to collect all bid sheets and money. You will turn in the money to the Treasurer. You should have a report at the closing so all members know how much we raised. All exhibitors will need to donate at least one item for the silent action, which will in turn advertise for the exhibitor.

Any gifts not used at conference should be used at future seminars. Following conference thank you cards will need to be sent no later than 10 days after conference.



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Hospitality room: *(getting form letters from Judy J. to use as a template)*

The Association will supply you with a donation letter to hand out to any vendor for proof of being “non-profit”. You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation. Donations of any type (example) food, drinks, paper products, cleaning supplies, paper towels, dish soap, scrubbers, and metal utensils, power strip, extension cords, big tea & coffee dispenser, serving bowls, serving platters, Crockpot, baggies, etc. to use form year to year.

Following conference thank you cards will need to be sent no later than 10 days after conference.

Resources:

The Association will supply you with a donation letter to hand out to any vendor for proof of being “non-profit”. You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation. Examples of resources include: Lakeshore, Discount school supplies, Toys R Us, Playschool, Fisher Price, Leap Frog, Steep Two, Crayola, children’s hospital, state health department, ECI, Sickle cell, fire department, department of transportation, care flight, police department, dare, red leaf press, NAYCE, construction play things, teacher supply stores, banks, Costco, Sam’s club, Wal-mart, Target, dentist, Colgate, etc. She should try and get bags for members to put all there resources in from one of the school suppliers. You should plan to be at conference early so she can get the tables set up before registration starts.

Following conference thank you cards will need to be sent no later than 10 days after conference.

Exhibits:

Ask for donations of handouts, sample products, coupons for at least 150 people. The Association will supply you with a donation letter to hand out to any vendor for proof of being “non-profit”. You will also be given a Donation Collection Form to fill out with every donation you receive. You **must** document every donation. Anyone can exhibit that has something that child care providers could use. Examples include: Discovery toys, Costco, Sam’s club, Tupperware, banks, liability insurance for day care, nutrition (food program), Avon, Mary-Kay, Beauty Control, Johnson & Johnson, Proctor & Gamble, Purell, Pampers, Huggies, Similac, and Enfamil. All exhibitors will need to donate at least one item for the silent action, which will in turn advertise for the exhibitor.

Registration:

Members check in table, Membership Secretary and Treasurer will coordinate check in.

Greeters:

Minimum of 2 Need to be at conference early so they can get the feel of the hotel and be able to answer questions of where the rooms are for meetings and where the hospitality room is and when it is open. First impressions mean everything. Professional, Professional, Professional. Welcome gift to all members: mini lotions, soaps, hand sanitizer, mints, laminated business cards with board members names and cell phone numbers, ink pen. Check with hotel we are contracted with for any extras. Check with the master donation list.

Include with this manual examples of:

- Negotiation Letter
- Conference Agenda/Conference Filer
- Registration Packets (examples of what is in every packet)
- Volunteer Application Conference Form
- Speaker Form
- Donation letter to hand out to any vendor for proof of being “non-profit”
- Donation Collection Form
- Silent auction bid sheet



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Webmaster

Update the TAFCC website.

Home: Conference Info., should have a link to a pdf registration form/conference flier

Goals & Purpose:

Join TAFCC: 2009-2010 Membership Application = pdf

Contact Us: Officers/Area Reps = needs to be updated monthly

2009 Annual Conference: 2010 presenter proposal link???

One-Day Seminars: Update monthly, receive info from Vice President in pdf format

2009 Conference photos:

Members: Update monthly, receive info from Membership Secretary

Newsletters: Publish quarterly; receive info from Newsletter Editor in pdf format

1st quarter newsletter: **Deadline February 15th – Published March 1st**

2nd quarter newsletter: **Deadline May 15th – Published June 1st**

3rd quarter newsletter: **Deadline August 15th – Published September 1st**

4th quarter newsletter: **Deadline November 15th – Published December 1st**

Links: NAFCC, NAEYC

Notice of Meetings: Updated as needed; 30 day minimum. Receive info from Recording Secretary.



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PROCEDURAL MANUAL **Newsletter Editor**

1st quarter newsletter: **Deadline February 15th – Published March 1st**

- Officers and reps
- Upcoming seminars
- Nomination form/Election Statement form
- Membership application
- Training: SIDS
- Treasury
- Volunteers for conference/workshop
- Conference information: conference flier, registration form
- Annual meeting notice: with agenda

2nd quarter newsletter: **Deadline May 15th – Published June 1st**

- Officers and reps
- Upcoming seminars
- Training:
- Volunteers for conference/workshop
- Treasury

3rd quarter newsletter: **Deadline August 15th – Published September 1st**

- Officers and reps
- Upcoming seminars
- Training:
- Volunteers for conference/workshop
- Treasury

4th quarter newsletter: **Deadline November 15th – Published December 1st**

- Officers and reps
- Upcoming seminars
- Training:
- Volunteers for conference/workshop
- Treasury
- Membership application

Once newsletter is completed send a pdf copy to Membership Secretary and Webmaster.