

### **Treasurer Roles and Responsibilities:**

- Maintain Financial records
- Primary Paypal email contact
- Provide communication with accountant (monthly PayPal report categorized, monthly bank statement to - which includes stripe membership info); provide payments through accountant.
- Provide invoices as needed
- Manage contracts with contractors, grants.
- Pay and mail invoices by check
- Manage p.o. box to collect payments and invoices.
- Maintain tax-related documents and filings
- Work with president and accountant to maintain balanced budget.

### **Vice-President of Membership Roles and Responsibilities**

- Maintain membership communications and records, including the CoAIMH spread sheet (google docs), online membership form and welcome letters(Wufoo).
- Reconcile the membership records with CoAIMH Treasurer for members who prefer to pay via check in the mail.
- Send membership renewal reminder emails to current members in December and January of each year including Endorsement renewals letters as requested by CoAIMH coordinator.
- Provide and maintain membership attendance records and guest sign-in sheets for each CoAIMH event.
- Update membership letter and form annually or as needed.
- Respond to emails that come to the info@coaimh address in a manner consistent with CoAIMH public representation.
- Participate in monthly executive committee meetings.
- Participate in annual retreat.
- Greet and interact with members at CoAIMH events.
- Assist in the planning and implementation of events including reviewing space, placing food orders, setting up, cleaning up and purchasing needed supplies or materials related to the event as requested.

### **Community Liaison Roles and Responsibilities:**

The Community Liaison – like the COAIMH board – is devoted to the creation, retention, and representation of a diverse membership (in geography, discipline, age, ethnicity, interest area, length of time in the field) and to the engagement of the larger community in the COAIMH mission of supporting the social and emotional development of the state’s infants, toddlers, and their families.

- Writing a member spotlight interview, a “What’s New Around the State” column, periodic reports of important collaborations going on in organizations and/or examples of

embedded/integrated IMH services, and news tidbits sent in by COAIMH members for each newsletter

- Delivering outreach efforts at professional conferences in a variety of early childhood disciplines (booth rental to spread word via flyers, the sharing of important articles from the field; sponsored social hour at conference) Examples include the NICU Consortium, the CAEYC conference, etc..
- Reaching out to new members from around the state in an email or phone call to thank them for their membership and to ask if they would like to know more about the organization or to help host a social event in their area where colleagues can attend and learn more about CAOIMH as well
- Disseminating a survey of the membership and potential members each year to determine training priorities as a board
- Participate in monthly executive committee meetings.
- Participate in annual retreat.
- Greet and interact with members at CoAIMH events.
- Assist in the planning and implementation of events including reviewing space, placing food orders, setting up, cleaning up and purchasing needed supplies or materials related to the event as requested.