

CAAEYC

***Capital Area Association for the Education of Young Children***

***CAAEYC Mission***

*The purpose of the Capital Area Association for the Education of Young Children (CAAEYC) is to enhance the lives of children by providing support for adults working with or on behalf of young children. CAAEYC expresses its mission in terms of three broad goals:*

* *Facilitating improvements in the professional practice of early childhood development and education.*
* *Increasing public understanding and support for high quality programs for young children and their families.*
* *Fostering collaboration and building a cohesive community of early childhood professionals.*

Conference Committee

**Annual Conference Planning and Implementation**

**Do you enjoy planning events?**

**Do you want to be able to positively impact area early childhood educators by organizing a day of quality professional development and networking?**

**If so, CAAEYC has a committee for you!**

*Responsibilities– Support Conference Co-chairs by:*

* Working in collaboration with various committee heads (Luncheon, Registration, Brochure, Sponsorship, Exhibitor)
* Seeking sponsorship for conference from area businesses and child care centers
* Providing suggestions regarding keynote speaker
* Sending out requests for proposals
* Scheduling facility usage
* Receiving and selecting workshop topics/presenters
* Meeting with food service provider and selecting menu
* Writing and mailing acceptance letters to presenters
* Helping to develop registration brochure
* Soliciting exhibitors
* Assigning workshop rooms and exhibit areas
* Stuffing participant folders



**PO Box 13**

**Enola, PA 17025**

**caaeyc.pa@gmail.com**

***“The VOICE of Early Childhood in the Capital Area”***