

WYOMING EARLY CHILDHOOD ASSOCIATION
JOB DESCRIPTION

Position: **Secretary**

Term of Office: Three Years

Charge: To work with the Administrative Assistant to keep accurate and timely current and historical records of the actions and decisions of the Board.

General Qualifications: Member of NAEYC and WECA who has contact with broad range of early childhood professionals.

KEY RESPONSIBILITIES:

- In advance of meetings, working with the Administrative Assistant, provide written agendas of the sessions of the full board and the meetings of the Executive Committee.
- In advance of the meeting, working with the Administrative Assistant, distribute to board members appropriate background information on subjects to be discussed.
- Prepare and provide written minutes, working with the Administrative Assistant, to board members in the specified time [at least one week prior to scheduled meetings]
- Maintains records of the board and ensures effective management of the organization's records.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS determination letters, etc) to note applicability during meetings.