



## **Governing Board Secretary**

### **Position**

In addition to fulfilling the general responsibilities of a Board member, the Secretary ensures appropriate records of the association's meetings and proceedings are maintained.

### **Term**

The Secretary assumes a two-year term of office that begins at the conclusion of the June Board meeting following their election by the membership.

### **Time commitment**

The full Board typically holds in-depth meetings three to four times a year— usually in September, January and/or March, and June (during the two-day in person Board Retreat). While the June meeting is in person, other Board meetings are primarily held virtually with occasional exceptions. The Board also hosts the annual membership meeting at the Michigan AEYC Annual Conference each spring. Other meetings may occur throughout the year as needed. Board members receive detailed agenda materials to review prior to each meeting.

Newly elected members also attend an orientation and are invited to attend the June Board meeting as observers prior to their taking office.

The Secretary serves on the Executive Committee that is chaired by the President and includes the President-Elect or Past President, depending on which seat is occupied, Vice President, and Treasurer. Executive Committee meetings are held virtually and occur between Board meetings and as needed.

The Secretary also serves on the Finance Committee that is chaired by the Treasurer. Finance Committee meetings are held virtually and occur quarterly.

### **Qualifications for Secretary**

This is an extraordinary opportunity for an individual who is passionate about Michigan AEYC's mission and who has leadership experience. In addition to the qualifications for all Board members, candidates for Secretary are selected based on their:

- Strong organization and communication skills.
- Ability to record the business of all meetings of the governing Board and the Annual Membership Meeting.

### **Duties of the Secretary:**

In addition to the duties of all Board members, the Secretary shall:

- Provide leadership, governance, and oversight.
- Serve as a member of the Executive and Finance Committees.
- Record proceedings of Governing Board and Executive Committee meetings as well as the association's Annual Membership Meeting.
- Track action/discussion items for future meeting agendas.
- Confirm prepared Board meeting minutes with the President and submit for approval by the Governing Board.