



EXECUTIVE OFFICER JOB DESCRIPTION

POSITION IDENTIFICATION

Title: Secretary Committee Assignments: Historian, Peace and Non-Violence in the Lives of Children, Resources and Information, Social Change, Website, and YMCA CRS Liaison.

POSITION OBJECTIVE/GENERAL DESCRIPTION

Shall keep and distribute minutes of all Executive Committee meetings, General Board meetings, and

ANNUAL REQUIREMENTS FOR:

All Board Members	Executive Board members are required to be current members of SDAEYC. Board members shall be permitted to Chair a maximum of three committees.
All Board Members	Submit receipts and appropriate forms to the Treasurer in a timely manner. ALL receipts for reimbursement must be submitted by June 30 of each year.
All Board Members	Individuals may not represent SDAEYC when speaking publicly unless the Board has given prior approval.
All Board Members	Will be a voting member of SDAEYC, and responsible for input and decision-making at every General Board meeting.
All Board Members	Shall be responsible for submitting one (1) article to the Newsletter Chair each year. (See Newsletter Guidelines for details).
All Board Members	Are required to participate in a minimum of three (3) board meetings each year as well as two (2) SDAEYC events, including the annual membership meeting, annual retreat, or SDAEYC conference.
All Board Members	If unable to meet required commitments and wish to continue to serve will be contacted by the President to discuss the circumstances regarding the missed meetings/events. The Executive Committee will then determine if the Board member will retain her/his position. If not, a replacement will be appointed by the President to complete the term.
Executive Board	Will advise specific committee and liaisons as assigned to them as needed prior to Executive Board meetings in order to bring updated concerns or issues to the Executive Committee.
Executive Board	Will review policies and procedures with new and returning Board members annually.
Specific Office	Shall keep minutes of all meetings of the Association. All Board meeting motions must be submitted to the Secretary in writing and must be signed by the member making the motions, and the member who seconds the motion. Shall have minutes approved at each meeting with 3 copies for: Treasurer, President, and Secretary.
Specific Office	Shall maintain an official notebook of minutes of all meetings which will be brought to each meeting. Shall maintain an index of all budget and bylaw items and motions in the notebook, as well as an official meeting attendance record. Will update roster monthly and create an email message list.
Specific Office	Responsible for supply of letterhead, envelopes, and thank you cards for the Association. Will execute any correspondence as directed by the Board/President. Maintain a current list of committees and members.

NOTE: This job description is not intended to be all-inclusive. Board Members may perform other related duties as negotiated to meet the ongoing needs of the organization. For more details about duties, please see Bylaws, Policies and Procedures.