**Secretary**

Term – 1 year

**Board Member Responsibilities**

Board members are expected to:

* Bring broad-based knowledge of issues affecting high-quality early learning and the early childhood profession
* Carefully prepare for meetings by reviewing and synthesizing the provided background materials
* Fully participate in group discussions by respectfully offering and listening to diverse points of view
* Make thoughtful decisions that are in the best interests of the entire Association

Additionally, individually and collectively, board members are expected to reflect:

* High-quality leadership with the commitment and ability to make meaningful contributions that will help the Association further its mission and vision
* Understanding and commitment to LAAEYC’s vision, mission, core values and beliefs, strategic priorities, and LAAEYC Board Code of Ethics and Conduct
* Broad knowledge and awareness of issues facing the early childhood field and ability to conceptualize the appropriate role for the Association as guided by its vision, mission, core values and beliefs, strategic direction, and policies
* Demonstrated commitment to the Association’s desire to be a high–performing, inclusive organization that is enriched by and continually grows from its commitment to diversity, as embodied by its core beliefs
* Strong interpersonal skills with ability to objectively consider diverse perspectives to guide major policy decisions of LAAEYC
* Expertise in special areas needed by the Association, including knowledge of LAAEYC’s structure, and/or knowledge and experience in nonprofit governance and organizational development
* Commitment of time and other resources to provide vision and leadership as an effectively contributing board member
* Ability to be an ambassador and public spokesperson on behalf of LAAEYC and its principles
* Demonstrated knowledge, skills, and experience, including fiduciary and fiscal responsibility, necessary to fulfill the specific responsibilities of their potential board role

**Secretary Responsibilities**

In addition to carrying out the responsibilities incumbent on a member of the board and its executive committee, responsibilities and functions of the Secretary include:

* Work with staff to record proceedings of board and executive committee meetings and LAAEYC annual business meeting, and to track action/discussion items from meeting discussions and minutes for future meeting agendas
* Confirm, with the President, prepared minutes and present the minutes of the immediate past meeting for approval by the board
* Work with the financial officer in the College of Human Sciences & Education or designee to prepare necessary documents for board review

**Executive Committee Responsibilities**

The Executive Committee shall consist of the officers of the board. The Executive Committee shall meet upon request of the board chair for the purpose of performing business and may meet as often as necessary. The Executive Committee may exercise all the powers and authority of the board in the management of the business and affairs of the LAAEYC between board meetings. The Executive Committee shall not have power to amend the association’s bylaws, or to fill vacancies on the board. The Executive Committee shall perform such other duties as may from time to time be delegated to it by the board.

Specific Duties:

* + The committee participates in a conference call with the President and Executive Director on a monthly basis.
	+ Members remain available individually to communicate with the President or Executive Director if he or she so requests.
	+ The committee serves as the primary support and sounding board for the President and Executive Director during normal business and crisis moments.

**Board Meeting Schedule**

* The board shall meet at least twice a year, inclusive of face-to-face meetings, conference calls and online meetings
* Meetings shall be called by the President or at the written request of at least a simple majority of the board
* The President shall arrange the annual schedule of board meetings