

# IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

## JOB DESCRIPTION

- I. TITLE:  
**SECRETARY**
  
- II. TERM OF OFFICE:  
Elected by the membership for a three (3) year term and may succeed self in office once.
  
- III. PURPOSE:
  - A. To maintain records of all meetings, correspondence, and legal documents.
  - B. To handle correspondence as directed by the Governing Board.
  
- IV. REQUIREMENTS:
  - A. *Shall be a Member of Iowa AEYC.*
  - B. Shall abide by the Bylaws of the Association.
  - C. Shall demonstrate organizational skills and possess talent as a motivator and communicator.
  
- V. DUTIES AND RESPONSIBILITIES
  - A. Will attend all Governing Board meetings in compliance with the Iowa AEYC Governing Board attendance policies.
  - B. Will serve as a Member of the Executive Committee.
  - C. In conjunction with staff, will be responsible for minutes of the Iowa AEYC Governing Board, Executive Committee, and Annual Membership Meeting.
  - D. Will complete Governing Board minutes which include Iowa AEYC Governing Board motions and policies adopted and within fourteen (14) days after each meeting send copies of these to the staff for distribution to the Governing Board and for posting on the Iowa AEYC website.
  - E. Will promote Iowa AEYC and NAEYC whenever possible.
  - F. Will maintain a notebook or file of the business of the office and pass it on to the succeeding Secretary.
  - G. Will, with the assistance of the Staff, compile an attendance sheet for Governing Board meetings and report to the President persons absent for two consecutive meetings.