

RECORDING SECRETARY
Executive Board
New York State Association for the Education of Young Children
Job Description

POSITION: Recording Secretary

DIVISION: Executive Board

ORGANIZATION: New York State Association for the Education of Young Children

TERM: 2-Years

OBJECTIVE:

Document official business of Executive Committee, Executive Board and Governing Board of NYSAEYC

SPECIFIC RESPONSIBILITIES:

- Keep a proper record of all meetings of the Board
- Ensures timely distribution of minutes of all meetings.
- Perform such duties as may be assigned
- Minutes of Board meetings shall be duplicated and mailed to Governing Board within 30 days following the meeting
- Registers for Annual NYSAEYC State Conference for general support, networking and to offer assistance to Affiliates.
- Serves as a liaison between NYSAEYC and community, promoting membership and clarifying NYSAEYC and the group's purpose and activities.
- Upon retirement from office, orient the incoming officer to the duties of the position, pass on the documents of that office and provide additional support as necessary.

ORGANIZATION STRUCTURE:

Recording Secretary reports directly to the President and Executive Director.

Member of the Executive Committee

The position of Recording Secretary is an elected position.

COMMITTEE COMPOSITION:

The Executive Committee is comprised of the President, President-Elect (when this position is occupied). Past President (when this position is occupied) Vice-President, Secretary and Treasurer.

WORKING CONDITIONS:

Attendance at the Annual Conference, Fall Retreat and State Board meetings will require traveling to a destination within the state.

Maintain active membership in NAEYC and NYSAEYC.

QUALIFICATIONS:

Excellent communication skills

Ability to promote the mission, vision, and values of NYSAEYC.