

CHILDREN AND COMPANY
SECRETARY
Board Member

AVAILABILITY REQUIREMENT: Must attend monthly Board meetings August through June. Responsibilities span the entire year. You will also serve as our Co-op Council Liaison. Attend meetings of the Co-op Council approximately 6 times per year beginning in May and then over the course of the school year. Must have access to a computer, email and printer.

1. During the summer, send a notice and applicable fee to the state (MSDE) that you are the new resident agent for the school.
2. Take minutes at all Board meeting and General meetings. Type minutes for all meetings within 3 to 4 days of the meeting. Gossip and names (except for attendance lists) should be omitted. Distribute copies of the Board meeting minutes to each Board member, the general membership, and each Teacher by email within one week of Board meeting. Post one copy on the bulletin board at school. Add a copy to your files and create a CD of minutes to hand down to the next person who gets your job. Distribute copies of General meeting minutes to the general membership and Teachers by email. Record attendance at all meetings, Board meetings and General meetings. Submit meeting minutes to the Webmaster in Microsoft Word format.
3. As soon as the Yahoo email group is updated, in early summer, email the Handbook, Bylaws, Orientation Guide and Brochure to the general membership. At May general meeting, distribute Orientation Guide. At August general meeting distribute Handbook to all members. Advise the members that the By-laws will be distributed via email, and make copies for those members who are not able to print. Throughout the year provide By-laws, Handbook and Orientation Guide to any new members by email.
4. Keep letterhead/stationery. Keep records when necessary.
5. Send sympathy cards or other appropriate tokens of sympathy to members of the school who have had a death in the family as advised by the Board.
6. Serve as a representative of the school on the Co-op Council. The Co-op Council is a group of representatives of the cooperative preschools in Howard County. The purpose of the group is to facilitate communication and information sharing among the area co-ops, and to coordinate a "Co-op Council Table" at the annual preschool fair, to provide the public with general information about cooperative preschools.
7. Attend the Co-op Council meetings and report to the Board. Serve as a liaison between the Board and the Co-op Council. Meetings have historically been held every other month, usually on a weeknight, lasting approximately 2 1/2 to 3 hours. **ATTENDANCE IS EXTREMELY IMPORTANT** since there are only 6 meetings per year, including the May meeting (which the incoming liaison should attend).

8. Hold a job on the Co-op Council (Secretary, Chairperson, etc.). These positions will be voted on at the May Co-op Council meeting for incoming council representatives for the following school year. The incoming liaison should be aware that job choices may be limited if returning representatives from other schools keep their current job.
9. Communicate by e-mail with other Co-op Council representatives. Pass on any questions from the Board to other co-ops, and find answers to questions asked by other co-ops. This is the PRIMARY means of communication among the Co-op Council, so it is very important that the liaison has reliable email access and is committed to checking and responding to Council emails in a timely manner.
10. Participate in the Co-op Council phone tree to relay any pertinent information between meetings.
11. Pay Children and Company's Co-op Council dues (in cash) to Council Treasurer and obtain reimbursement from Children and Company.
12. Provide an updated version of our school's Handbook to the Co-op Council to be used as reference material for other council members and their schools.
13. Prepare or revise Children and Company's "comparison notes," a document containing general overview information that is submitted by each school for reference by other schools. (Usually all that will be required is to review the previous year's comparison notes and make minor revisions to reflect any changes that have occurred during the year.)
14. Serve on the Contract/Salary Committee with the President, Treasurer, and Administrative Liaison. This committee will be involved in calculating salary and submission of the Teachers contracts from year to year.
15. Organize the Board changeover dinner.
16. Organize the Teacher/Board appreciation dinner.
17. Occasionally assist in Board projects beyond the scope of this job description. Assist Membership Coordinator as needed.

Note: With the exception of the Co-op Council dues and Resident Agent Registration Fee, which are always reimbursed by the school, any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

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