



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 should they occur. Must have access to a computer, email and printer.

GENERAL RESPONSIBILITIES:

1. During the summer, send a notice and applicable fee to the state (MSDE) that you or another board member are the new resident agent for the school (coordinate this with the President). The Resident Agent is the contact for the school with MSDE. Ensure that the resident agent is current and a member of the board. If the resident agent needs to be updated because he or she is no longer with the school or no longer on the Board, then complete the resident agent process. Keep record of who the current Resident Agent and pass the information to the next Secretary.
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. Upload the Board meeting minutes to the school's Google Drive as a PDF file and send an email to membership and teachers notifying them that the latest minutes have been posted to the drive. Add a copy to your files and create a CD of minutes to hand down to the next person who gets your job. Upload the General meeting minutes to the school's Google Drive as a PDF file and send an email to membership and teachers notifying them that the latest minutes have been posted to the drive. Record attendance at all meetings, Board meetings and General meetings.
3. As soon as the Google 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. Prior to the August general meeting distribute Handbook and By-laws to all members via email. 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. 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.
5. 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 Council is to facilitate communication and information sharing among the area. If the Co-op Council holds a meeting, attend the meeting and report to the Board. Maintain communication and respond to discussions with other area co-op representatives through the Howard County Cooperative Preschools group on Big Ten (current mode of communication, subject to change). Pass on any questions from the Board to other co-ops.
6. Make edits or additions to the Handbook, Orientation Guides, and Bylaws as approved and directed by the Board.



7. Keep letterhead/stationery. Keep records when necessary.
8. 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.

SPECIAL EVENTS & OTHER DUTIES:

1. Organize the Board changeover dinner.
2. Organize the Teacher/Board appreciation dinner.
3. Occasionally assist in Board projects beyond the scope of this job description. Assist Membership Coordinator as needed.

As a member of the board and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow membership.

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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