

## **SECRETARY**

### **Board Member**

**AVAILABILITY REQUIREMENT:** Must attend monthly Board meetings August through June. Responsibilities span the entire year. Should have knowledge of Google Drive/Docs/Forms, be organized, and type quickly.

#### **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 meetings 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 and General meeting minutes to the school's Google Drive as a PDF file and send them via email to [childco@googlegroups.com](mailto:childco@googlegroups.com).
3. Record attendance at all Board and General meetings.
4. 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.
5. 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.
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.

#### **MSDE RECORDS**



1. Assist the President and Licensing Coordinator in completing all paperwork for renewal of the school's license with MSDE if needed. It must be completed and submitted by December 31 (every other year).
2. Attendance Records - According to State Licensing regulations, parents must provide verification of their child(ren)'s recorded daily attendance in Children & Company. The Secretary will use a binder with four sections: 2's Class, 3's Class, 4's Class, and STEM. In each section, there will be an Attendance Record for each class, to be stored at the folder box at school. It is the Secretary's responsibility to ensure that there are enough Attendance Record sheets on the clipboards for each class, and that the record sheets are dated appropriately, with school holidays duly noted on the sheets. Parents must initial beside their child's name at each drop-off and pickup. If a child is picked up at a non-standard time, the actual time of pick-up or drop-off must be written beneath their initials. At 4's class drop-off, the parent who goes down to the curb to meet the children will bring the binder, and ask the parent dropping-off to sign the Attendance Record. The Class Chairs will be responsible for reminding everybody to sign in and sign out, and they will turn over the completed sheets to the Secretary (or to the teachers to give to you).
3. At beginning of year, tell field trip coordinators that Maryland state regulations require permission slips for all out-of-school and in-school field trips. Ask field trip coordinators to give the Secretary permission slips after each field trip, and store them with the Secretary's files. At the end of each school year, organize the attendance records and field trip forms and give to the President to be stored in the President's files.

#### 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 Resident Agent Registration Fee, which is 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.

Revisions: 03/2022 MB