

**JOB DESCRIPTION: SECRETARY**

**TERM OF OFFICE:** 2 years, with election in even-numbered years

**PURPOSE:** The Secretary is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Secretary works to advance the mission, vision and values determined by the organization and to uphold the bylaws adopted by the organization.

The position plays a crucial role in supporting the governance and operational effectiveness of Arizona AEYC. This position is responsible for maintaining accurate records, facilitating communication among board members, and ensuring compliance with organizational policies and regulations.

**KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Documentation: Prepare and distribute agendas for board meetings. Take accurate minutes during meetings and distribute them to board members in a timely manner. Maintain official records of the organization, including meeting minutes, bylaws, and policies.
- Communication: Serve as the primary point of contact for board members regarding meeting schedules, documents, and other communications.
- Compliance: Ensure the organization adheres to all legal and regulatory requirements, including filing necessary documentation with governmental entities. Assist in the preparation and maintenance of board policies and governance documents.
- Support: Work closely with the Governing Board President and other members to support board activities and initiatives. Participate in committees and workgroups and provide support as needed.
- Orientation: Assist in onboarding new board members, providing them with necessary information and resources to fulfill their roles effectively.
- Performs any other duties as assigned by the Board President.

**QUALIFICATIONS:**

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values, mission, goals, organization and services
- Knowledge of the early childhood community
- Familiarity with legal documents (articles, by-laws, IRS determination letter, etc.) to note applicability during meetings
- Ability to record and maintain minutes and written documentation
- Knowledge of Microsoft Word and AI tools for transcription