



Oregon Association for the Education of Young Children

Secretary Position

ORAEYC's vision: All young children thrive and learn in a society dedicated to ensuring they reach their full potential.

ORAEYC's mission: NAEYC promotes high-quality early learning for all children, birth through age 8, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

Position: In addition to fulfilling the general responsibilities of a Board member, the ORAEYC Secretary serves as a member of the Executive Committee. The Secretary will ensure appropriate records are maintained of the association's meetings and proceedings. The Secretary also serves on the Membership Committee.

Time Commitment: ORAEYC Governing Council meets a minimum of three times per year. Most of these meetings are one day events (8 hours) except for our annual board retreat (May) that spans two days. Additional Executive Committee check-in meetings may be scheduled monthly and typically are 1-3 hours in length. These are usually conducted as virtual meetings. The Secretary should expect to put in an additional 4-8 hours per month to serve on the Membership Committee.

Secretary Position Description

1. Serve as a member of the Governing Council for a two-year term. Eligible to stand for re-election for an additional two-year term if nominated. Governing Council meets a minimum of 3 times each year – 2 one-day meetings (4-8 hours) and 1 two day retreat. Meetings are held in various parts of the state but may also be held/attended on an on-line platform such as zoom.
2. Serve as a member of the Executive Committee.
3. Serve on the Personnel Committee as requested by the President.
4. Record the proceedings of the Governing Council, Executive Committee and Annual Business meetings. Working with staff, arrange for distribution of these records to the appropriate members no later than one month following the meeting.
5. Review meeting minutes for a summary of Policy Decisions made that year. Working with staff arrange for the distribution to all Governing Council members by the Summer Board meeting of each year and for inclusion in Policy Manual documents.
6. Maintain a set of recent documents (minutes, policy manual and other items) and have them available for reference at Governing Council meetings.
7. Maintain the attendance record of Governing Council members and alert the President to any members who may need reminding about attendance policies.
8. Oversee the Membership Committee.
9. Complete other duties as assigned by the President.