**Position:** Secretary

**Length of Term:** X year(s)

**Estimated Time Commitment** 1-3 hours per month

**Summary** The secretary shall be responsible for preparing or supervising the preparation of the minutes of meetings of the Unit’s Board of Directors, and for maintaining and authenticating the records.

**Responsibilities**

* Coordinate and make arrangements for board meetings
* Prepare agendas in consultation with the president
* Circulate agendas and any supporting documents no less than one week prior to the meeting
* Ensure board members and committees circulate reports prior to meetings
* Record minute meetings and circulate the minutes to all committee members after agreement
* Manage correspondence
* Develop and distribute a board calendar before the start of each year
* Attend all board meetings
* Serve as voting member of the board

**Qualifications**

* Strong organizational skills
* Minute-taking experience
* Strong written communication abilities
* Good time-keeping
* Be a current member of the Council for Exceptional Children

Last Updated: Month Year