



## The Voice of Adult Basic Education Nationwide

**COABE is seeking qualified candidates for the Secretary position on the Board of Directors. The job description is below.**

**Qualifications:** experience on state and/or national level board preferred

**Time Investment:** approximately 4-5 hours per month

**Travel and Compensation:** the COABE board meets in the spring and fall; travel compensation up to \$1,000 per meeting is provided.

The Secretary will be elected for a two (2) year term, with the terms being staggered according to Board policy.

Duties shall include the following:

Record and maintain minutes of the proceedings of all meetings.

Minutes will be released to the Board within 30 days of the date the board meeting or conference call took place.

Maintain record of By Law revisions, assure the most recent By Laws are accurate in the COABE Virtual Office

Additional duties shall include:

Strive to implement the organization's mission, academic goals, and objectives.

Serve on the executive committee

Send correspondence representing the organization as needed

Act as signatory on documentation representing COABE when needed



### MEMBER SAVINGS

- Conference discount
- Journal discount
- VIP vendor discounts
- Office product discounts
- Group membership options
- NIFL scholarship
- Awards/incentive grants

### ADVOCACY

- COABE Contact network
- Public policy alerts
- Call to action

### CONNECTEDNESS

- LinkedIn Group
- Facebook
- Twitter
- Online repository
- Employment bulletin board

### CONTACT

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