

**RECORDING SECRETARY**  
Board of Trustees  
New York Association for the Education of Young Children  
Job Description

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**POSITION:** Recording Secretary

**DIVISION:** Executive Board

**ORGANIZATION:** New York Association for the Education of Young Children

**TERM:** 2 Years

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**OBJECTIVE:**

Document official business of Executive Committee and NYAEYC Board of Trustees; and assist in the adherence to the Association's governance policies and procedures.

**SPECIFIC RESPONSIBILITIES:**

- Ensures the appropriate execution and custody of the Associations' legal documents
- Oversees the provision of notice of Board and membership meetings in accordance with the bylaws
- Maintains the accurate recording and timely distribution of the minutes of Board of Trustees, Executive Committee and membership meetings; including an account of all business transacted and voted upon
- Serves as a member of the Executive Committee; participates in monthly virtual meetings of the committee
- Participates in quarterly Board of Trustee meetings; 2 virtual and 2 in-person annually
- Registers for Annual NYAEYC State Conference for general support, networking and to offer assistance to Chapters.
- Serves as a liaison between NYAEYC and community, promoting membership and clarifying NYAEYC and the group's purpose and activities.
- Upon completion of term, helps orient the incoming officer to the duties of the position

**ORGANIZATION STRUCTURE:**

Recording Secretary reports directly to the President and Executive Director.

Member of the Executive Committee

The position of Recording Secretary is an elected position.

**COMMITTEE COMPOSITION:**

The Executive Committee is comprised of the President, President-Elect (when this position is occupied), Past President (when this position is occupied) Vice-President, Secretary and Treasurer.

**WORKING CONDITIONS:**

Attendance at the Annual Conference, Fall Retreat and State Board meetings will require traveling to a destination within the state.

Maintain active membership in NAEYC and NYAEYC.

**QUALIFICATIONS:**

Excellent communication skills

Ability to promote the mission, vision, and values of NYAEYC.

Passion for Early Childhood Education