



Woodinville Toddler Group Job Description SECRETARY

Summary: The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors, see that all notices are duly given in accordance with the provisions of the bylaws, be custodian of the corporate records, and in general perform all of the duties incident to the office of Secretary.

Estimated Time Commitment: 3-5 hours per month

Responsibilities

Create a Board directory. Send a copy to the church administrative assistant, (office@northshoreucc.org) after elections and by the end of July. Update the directory as needed. Date each new roster in order to know which one is the most current, or simply update the document directly on the Shared Drive and include the last updated date.

Arrange for a Class coordinator to take notes at each board meeting for announcements relevant to the classroom/parents. A signup sheet can be used at the May/June meeting. These minutes should then be emailed or distributed by the designated CC to the rest of the Class Coordinators for announcement to their classes during snack time and/or in the weekly email. This has been helpful for Class Coordinators who are absent and also to assure that all classes are getting vital information.

Arrange for board members to sign up to bring snacks to each board meeting, two board members to bring snacks to each meeting (1 savory and 1 sweet). A signup sheet can be used at the May/June meeting.

Establish Bank Signers. Once bank signers are established via official motion at a board meeting, the Secretary must act as an official third party to approve the signers for the bank. This is done by the Secretary printing and signing the meeting minutes which include the motions to establish the check signers, with date and location signed and initialing the section where check signers are mentioned. The bank signers will take the signed minutes to the bank.

Create a "Parent Board of Directors and Instructors" bulletin board display in the green classroom. The goal is to increase visibility and awareness of who is on the board and how the board functions. Include Instructor's hobbies and interests. In 2022 the bulletin board will begin sharing space with a new WTG Announcements area.

Organize mail file folders in the Green Crate for all board members and instructors.

Keep minutes of all Board of Director meetings, general membership business meetings, and any special meetings called. An attendance list should be circulated at the meetings. Include all motions made during the meetings. Share a draft of the minutes within a week following the meeting with the President and Instructors to proofread. The Secretary is the only

person allowed to make any edits with suggestions from the President and Instructors. Share an updated draft with all board members by email for review, ideally within a week of the board meeting. Minutes must be approved at the monthly board meetings. Any additional corrections made at the meeting should be used to create a final copy. Final copies are uploaded to the Shared Drive and given to the Webmaster (to post and archive on the website), the Board President and Instructors. May minutes (the last meeting of the prior board) need to be redistributed and approved at the first board meeting of the new school year.

Collect, review and maintain all of the WTG's Immunization records. The Secretary will screen the forms by class to decipher if they are in Compliance, Not in Compliance, or Exempt. Once all of the forms have been divided into the different categories, they must each be placed in folders by class and category and placed in manila envelopes with the Confidentiality Statement glued on the outside. Prior to the last week of classes, return the forms to the CCs to distribute back to the parents. Refer to the formal Immunization process (in the Secretary's Shared Drive) for more details regarding this process. It is helpful to wait a few weeks after classes have begun to sort so that you can have as many as possible.

Maintain vital documents notebook. Keep all pertinent information in a notebook in the locked cabinet in the blue room. Update as needed. Notebook to include: Risk Management information, budget to date, membership roster, board roster, WTG handbook, WTG brochure, and Bylaws.

Obtain Non-Discrimination ad. This will be posted in the Local section of the Seattle Times during the Spring. Kris at LWIT will notify the Board when the printing is near. Obtain this from the paper and file it in the vital documents notebook.

Maintain WTG Inventory. All of the current pictures and Inventory spreadsheet are located on the Secretary's Shared Drive. A hard copy is also located at WTG in the tall cupboard in the blue room. Photograph new equipment and large purchases as needed.

Keep a copy of the Insurance Certificate in Secretary's binder; Treasurer is to also keep a copy on file. Secretary is to keep copies of the accident claim forms in the green crate. Treasurer submits a copy of the Insurance Certificate to NUCC Administrator.

Update the Instructor substitute list prior to classes beginning in the fall. Update contact information, days/times available, whether CPR or first aid certified, and teaching certification/background. Assure Instructors have a copy of the list, to schedule a substitute as needed.

Organize Job descriptions after they have been updated in Spring and format them uniformly.

Send out thank you notes or condolences as requested by board or instructors, and thank you cards for donations should a paper version be requested in lieu of /in addition to an email (not common).

Create fliers for field trips/events. Type up information and print copies to hang in the hallway and leave at welcome table.

Initiate updating the WTG Bylaws every 4 years, working with the President and Instructors to make suggestions for changes. The WTG Bylaws are next due to be reviewed and readopted by Fall 2025.

Additional Duties:

- The Secretary is an active member of the Parent Board of Directors and attends the monthly meetings.
- Keep notebook and electronic files organized and up-to-date. Have all final draft copies of the board and business meeting minutes in the Secretary’s notebook for reference as well as on the website.
- Check your mail folder on the welcome table and email on a weekly basis.
- Complete a check request form for reimbursement as needed.

Physical Items Held at the Home of the Secretary:

- Small Box of Thank You notes and envelopes.
- Secretary Notebook (during Summer, otherwise at school in the locked cabinet in the blue room). This includes copies of important docs such as By Laws, Liability insurance, Non Discrimination Ads (also on Drive) etc.
- Immunization Binder This is a locking binder (the code is in the Secretary Notebook front inside cover) to house current immunization forms by class. It includes a transparent sheet that can be placed over Certificates of Immunization (CIS) to confirm all required immunizations have been recieved for attendance at WTG.
- Key to Immunization Mailbox Backup key to the one held by the Registrar.

To Show Our Appreciation: This position is not allowed to be compensated, as Board Members have voting rights and for insurance purposes must be volunteers. In order to recognize the hard work of all board members, WTG holds a Board Appreciation event at the end of the year. All families who attend WTG, including board members, are eligible to apply for a Fee Waiver, if needed.

Calendar of Responsibilities	
Month	To Do
May (Attend if Possible)	<ul style="list-style-type: none"> ● Create new roster for upcoming Board and bring to Board meetings for edits and attendance purposes
June (Beginning of New Board)	<ul style="list-style-type: none"> ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Prepare a list for board members to sign up for snack for all future board meetings for the year. Once complete give to President ○ Create a list for class coordinators to sign up to take notes at each board meeting for the year. Once complete give to President ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster.
July	<ul style="list-style-type: none"> ● Begin planning the bulletin board content
August	<ul style="list-style-type: none"> ● Update the instructor substitute list, give instructors a copy of the list. ● Attend mandatory Board Set-up Day (children allowed)

	<ul style="list-style-type: none"> ● Create the bulletin board in the green room with Board members and Instructors pictures and bios; install at Board Set-up Day or before Orientation ● Change name tabs in the green crate to reflect current names of board members and support positions ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster. ● If not already done at a prior meeting, establish the 3 bank signers and create necessary paperwork for bank.
September	<ul style="list-style-type: none"> ● Review and maintain all immunization records. It is helpful to wait a few weeks after classes have started to have the majority of the records turned in. ● Log into Jovial and check immunization box of each student you have received. <ul style="list-style-type: none"> ○ File immunization forms in the WTG Immunization binder. ○ Once majority of forms are complete, return binder to instructor. You will need to add to binder each quarter as new students enroll. ● Update the vital documents notebook ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster.
October	<ul style="list-style-type: none"> ● Maintain ongoing duties ● Create any fliers or notices for upcoming events and/or field trips. ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster.
November	<ul style="list-style-type: none"> ● Maintain ongoing duties ● Create any fliers or notices for upcoming events and/or field trips. ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster.
December	<ul style="list-style-type: none"> ● Maintain ongoing duties (no board meeting) ● Relax and enjoy the holiday season!
January	<ul style="list-style-type: none"> ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster. ● Create any fliers or notices for upcoming events and/or field trips.
February	<ul style="list-style-type: none"> ● Maintain ongoing duties ● Create any fliers or notices for upcoming events and/or field trips. ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster.
March	<ul style="list-style-type: none"> ● Keep a copy of the annual notice of non-discrimination, which published in the Seattle Times in March. Obtain from paper and file in the vital documents notebook. ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster. ● Update Job Description

April	<ul style="list-style-type: none"> ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster. ● Update inventory lists (and Chattles lists in odd years) and photograph new purchases
May	<ul style="list-style-type: none"> ● Return Immunization forms to families prior to the last day of class. ● Update the Inventory List if any large purchases were made/removed. ● Attend board meeting, take attendance and meeting minutes. <ul style="list-style-type: none"> ○ Send meeting minutes to President and Instructors for review. Once review and edits are complete, send final copy to Webmaster. ● Attend mandatory board clean up day (children allowed) ● Clean up email inbox, Shared Drive and binders that are being passed to the incoming Secretary ● Train replacement Secretary

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