



Arizona Head Start Association azheadstart.org

Executive Team Secretary

ROLES AND RESPONSIBILITIES

Role description & person specification:

The Secretary of the Board plays a strategic role in representing the vision and purpose of The Arizona Head Start Association (AZHSA) and its members. The Secretary ensures that the Executive Team and Board of Directors' functions properly by recording meeting minutes, encouraging full participation during meetings, all relevant matters are discussed and that effective decisions are made and executed. The Secretary will carry out a term of 2 years and shall not serve more than two consecutive terms in the same position.

Ensure the management of the association functions properly

- Support meetings in accordance with the Bylaws document.
- Ensure matters are dealt with in an orderly, efficient manner.
- Bring impartiality and objectivity to meetings and decision-making.
- Support the Executive Team to facilitate change and address conflict within the board.
- Review governance performance and skills.
- Plan for recruitment and renewal of the other executive team and board members.

Ensure the association is managed effectively

- Guides, directs, and maintains regular communication with the AZHSA Executive Director for the Directors' Committee Meeting and meets when necessary.
- In collaboration with the Executive Team, the AZHSA Executive Director and Assistant Director will work in partnership with the Head Start Collaboration Office to sustain the relationship between both entities and meet the state's goals and objectives.
- Presides at all AZHSA executive, director, board, and other meetings hosted by the association.
- Coordinate all meetings with the executive team to ensure responsibilities for particular aspects of management (e.g., personnel matters, financial control, etc.) are met. This includes inviting visitors and resources to present at meetings.
- Facilitates roll call and record attendance at each board meeting. Track attendance and communicate any concern to AZHSA Executive Director and Executive Team.
- Record meeting minutes and submit them to the AZHSA Executive Director electronically within 5 working days following a meeting.
- Establish quorum.
- Effectively communicates the vision and purpose of the organization.
- Be aware of current issues that might affect AZHSA and Head Start programs in Arizona.

Qualities and Skills Required.

- Good and strong leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken.



- Takes initiative
- Good time management.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience in organizational and people management.

Commitment:

The role of the Secretary requires an estimated commitment of 10 hours a month. This position does not offer compensation.

If you agree with the above job description and commitment, please sign below and return this document to the AZHSA Executive Director.

Signature

Date