



association of  
**ALASKA**  
school boards

# **Role of Board Secretary/ Executive Administrative Assistant**

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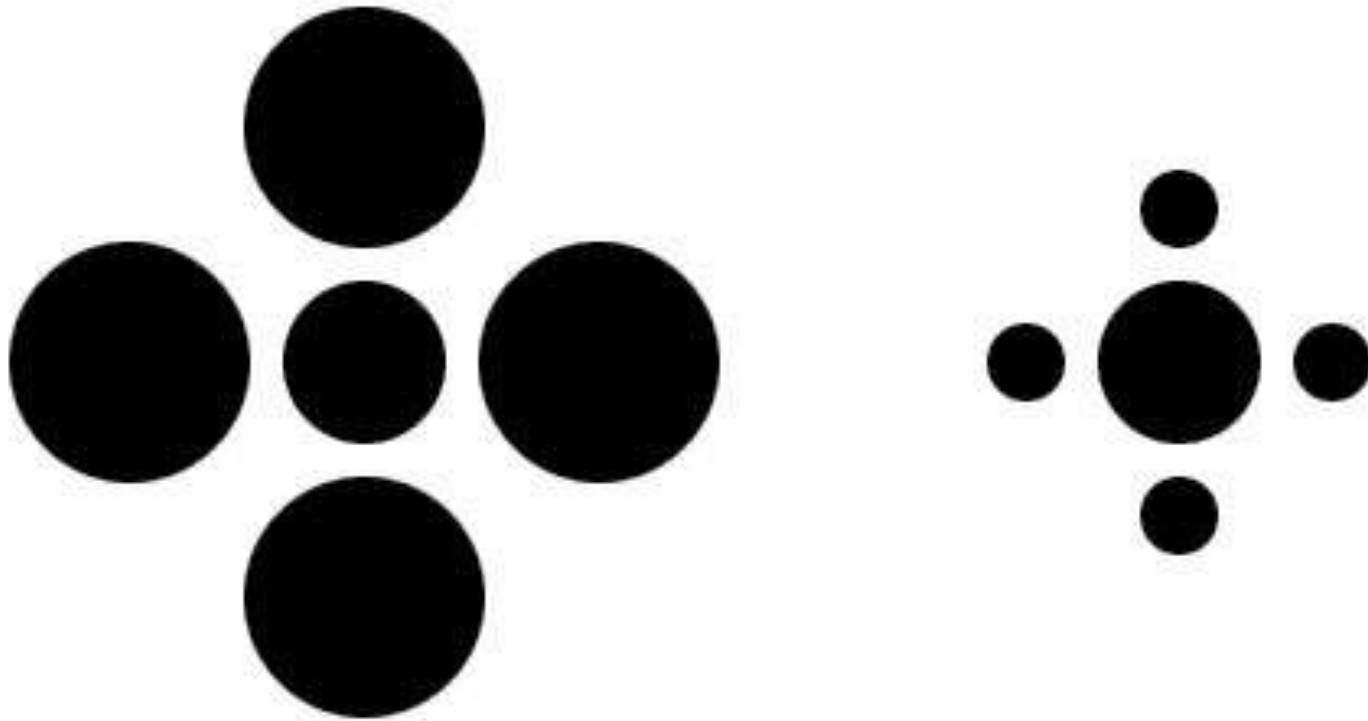


Welcome Back!

Can you find the  
the **mistake?**

1 2 3 4 5 6 7 8 9

Look at the dots in the center- which dot is bigger?





“We’re the only ones holding up this company.”

# Role of Board Secretary

1. What is your role?
2. What are you responsible for?



# Key Responsibilities

- Preparing for Board Meetings:
  - Meeting agenda (with superintendent & school board president-give ideas for agenda)
  - Post agenda, meeting info to public
  - Prepare board meeting packets
  - Set up board meeting room



# Key Responsibilities

## During Board Meeting:

- Materials available to public
- Record & take minutes- capture action items

## Post Board Meeting:

- Post & File meeting minutes



# Key Responsibilities

## Ongoing

- Board Calendar: Keeper & User
- Travel arrangements
- Policy
- AASB updates to board (policy, board member info., professional development)
- Human Resources
- Our connection to your district!



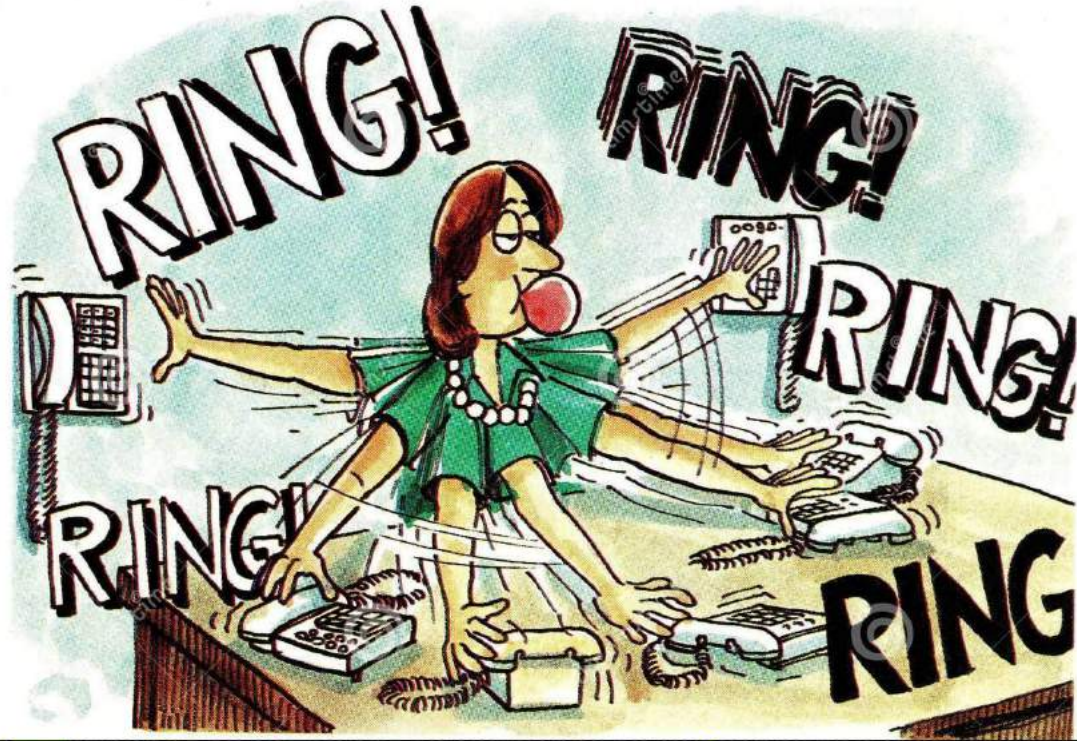


# Key Responsibilities

1. Preparing for Board Meetings:
  - Make sure there is a meeting agenda ! (with superintendent)
  - Board meeting packets
2. During meeting: record & take minutes- capture action items
3. Board Calendar: Keeper & User
4. Policy
5. AASB updates to board (policy, board member info., professional development)
6. Human Resources
7. Our connection to your district!



# What Other Responsibilities Do You Have?



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**How to balance  
all of your  
responsibilities?**

# Some tips for success!

*What I've found helpful:*

- 1. Prioritize (& Re-prioritize)**
- 2. Focus on one task at a time**
- 3. Take a break!**

## What else?

\*More insights at this afternoon's self-care session!\*



# What Questions Do You Have?

