Role of Board Secretary/Executive Administrative Assistant

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Welcome Back!

Can you find 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?
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?