

CALIFORNIA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
SECRETARY

Election Process

The Secretary is elected by the membership for a two year term. The Secretary shall keep a book of minutes of all meetings and actions of the Board and of committees of the Board, with the time and place of holding same, whether regular or special, and if special, how authorized, the notice given, the names of the present at Board and committee meeting and the proceedings thereof. The Secretary is a member of the Executive Committee.

This position is a voting member of the CAEYC Board of Directors.

CAEYC Board Responsibilities:

- Attend four CAEYC board meetings a year. (October, January, March and May).
- Submit written reports outlining accomplishments and work in-progress related to the publications (print and electronic) of CAEYC.

CAEYC Conferences Responsibilities:

- Attend and volunteer, when and where assigned, during CAEYC Conferences.

Additional Responsibilities:

- In conjunction with CAEYC staff, coordinate all electronic and written publications.
- May have additional responsibilities as asked by CAEYC President.