

Secretary /Representative Assembly

Length of Term: 2 years

Time Commitment: Average 2 hours a month. Depending on Board Meetings and Budget Time can be a little less or a little more.

The powers and duties of the Secretary shall be to

- Keep a careful record of the proceedings of the General Business meetings and the meetings of the Executive Board
- Assist the President with setting the agenda for upcoming Executive Board meetings
- Summarize action items two weeks after each Board meeting and send both the minutes and action items to all Executive Board members
- Two weeks before Executive Board meetings, send both the minutes and action items to all Executive Board members
- Summarize past minutes for the Executive Board and General Business meetings and seek approval of the minutes at the beginning of each meeting
- Maintain archival records of the minutes
- Transfer all records to the new Secretary at the time of installation,

The powers and duties of the Division's Representatives to the CEC Representative Assembly shall be to:

- Represent the Division at meetings of the CEC Representative Assembly, both in person and virtual, and to participate in balloting, and other activities necessary to the functioning of the CEC Representative Assembly;
- Report regularly to the Division's Executive Board and general membership on activities of the Representative Assembly and CEC;
- Communicate issues and concerns from the Division to the CEC Representative Assembly
- Inform the Division about the disposition of Representative Assembly issues and advice forwarded to the CEC Board of Directors

TED is only as strong as our volunteers. We hope during your tenure you will gain a greater sense of community, friendships, and experience. Our TED Secretary also receives a travel stipend to the TED conference and CEC Annual Convention as well as complimentary registration to TED Conference. If you have any questions, please reach out to ted@exceptionalchildren.org