



Mid-Atlantic Association of IB World Schools



JOB DESCRIPTION – SECRETARY

The Mid-Atlantic Association of IB World Schools fosters a collaborative environment for all members to serve and advocate for IB World Schools throughout the Mid-Atlantic region.

Educate – Participate – Lead

The secretary must maintain all official records for IB-MA meetings. As a non-profit organization, records must be maintained thoroughly, accurately and up to date.

The IBMA Secretary is responsible for:

- Attends all Board and Coordinator meetings.
- Maintains all organization records to include minutes, votes, attendance, committee reports, Constitution and By-laws, issues of correspondence, etc.
- Records and keeps minutes of Board meetings and provides copies to the Board of directors.
- Records and keeps minutes of all organization meetings and provides copies to the Board of directors and membership.
- Records amendments to minutes.
- Handles organization correspondence, including thank you notes.
- Prepares addition and change of address information.
- Checks records of the past to see that all actions are carried out.
- Maintains up to date Constitution and By-laws.
- Serves as an active, voting member of the Board of Directors.
- Assists with functions of the IB-MA to include workshops, summer academies, college fair, etc.
- Responsible for archiving all information for future needs. As a non-profit organization, records must be maintained thoroughly, accurately and up to date.
- Be respectful of differing opinions
- Be open minded to diverse ideas
- Actively participate in board meetings, annual Board planning retreat and annual meeting
- Participate in annual board self - assessment
- Review Board meeting materials before the meeting



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Time Demands (approximate)

- 1-2 hours per week on duties related to IBMA
- The Secretary is expected to attend all IB-MA Executive Board meetings and Coordinator meetings. As a result, the Secretary will be away from regular duties approximately 8 days during the school year

Qualifications

- Currently serves as IB Coordinator in Delaware, Maryland, Virginia or Washington, D.C. or has served as IB Coordinator in one of those states; if the latter is true, is currently in a position in an IB World School, is active in the IB Educator Network, and/or is in a position at a Central Office of a school district in which some part of the IB philosophy plays an integral role in daily duties.
- Obtains support from direct supervisor to fulfill responsibilities of the Secretary.

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