

# CCAC

## Credential Counselors and Analysts of California

### JOB DESCRIPTION

**JOB TITLE:** Secretary

**RESPONSIBLE TO:** CCAC Membership at Large, the Board of Directors as specified in the bylaws and the CCAC President

**GENERAL SUMMARY:** With the assistance and concurrence of the Executive Committee, the Secretary is responsible for the recording of minutes, attendance of executive board, and similar matters

#### **PRINCIPAL DUTIES AS BOARD OF DIRECTOR MEMBER:**

- Ensure that the business of CCAC is properly conducted and responsive to the needs of the membership
- Attend all Board meetings, establish policy, adopt an annual budget; approve all non-travel expenditures in an amount over \$1500.00 and all travel expenses over \$3000
- Establish committees as necessary
- Represent the position of CCAC on issues and ensure that the views of CCAC are communicated as necessary or desirable
- Present a positive and professional image when representing CCAC
- Require that the President or a designated representative of CCAC attend and report to the Board of Directors on meetings of the California Commission on Teacher Credentialing or any other state agency which may have authority that relates to credentialing
- Conduct conferences consistent with purpose

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES AS SECRETARY:**

- Supervise the keeping of a full and complete record of proceedings of the members and the Board of Directors and its committees in compliance with the rules governing non-profit organizations.
- Supervise the giving of such notices as may be proper or necessary, the keeping of minute books, copies of the membership records and all other nonfinancial records, reports, and documents of CCAC
- Provide copies of the minutes to the membership in a timely manner
- Articulate organizational position when requested to do so by the President
- Be available to support, assist and help educate other analysts when requested
- Perform related duties as assigned or as the situation dictates

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- CCAC member in good standing
- Understanding of credentialing issues, as well as the function of the California Commission on Teacher Credentialing, Commissioners, and staff, and how they interact with one another
- Ability to interact with individuals from IHEs, County/District Offices and the California Commission on Teacher Credentialing
- Able to travel and attend meetings

- Able to work independently and to cooperate with others to accomplish a successful conference

**EXPERIENCE:**

Two years or more of service on CCAC Committees. Previous experience recording minutes of meetings and administrative assistant skills helpful.