

Job Title: Executive Secretary, Washington Council

Position Overview

The Executive Secretary of the Washington Council will be responsible for supporting the Executive Board and its members in the day-to-day operations of the Council. This includes managing logistics for Board meetings, maintaining key records and databases, coordinating membership activities, and ensuring smooth communication across the organization. The role requires attention to detail, strong organizational skills, and the ability to collaborate closely with the President and Treasurer. The Executive Secretary serves as a vital point of contact for the Council's members and external stakeholders. This position is part-time, requiring approximately 40 hours per month throughout the year, with an increased workload (60 hours per month) during the three months when the Council's board meetings are held (typically November, February, and June).

Compensation

The monthly stipend for this position is \$1,031.24.

Key Responsibilities

Board Meetings and Logistics

- Organize and coordinate three annual board meetings (February in Lacey, WA; June in Wenatchee, WA; and late October/early November in Leavenworth, WA). These meetings take place over two days with an average of 24 members in attendance. This includes:
 - Managing hotel reservations and logistics for board members.
 - Ordering catering for meals (first-day lunch).
 - Coordinating room setups and audio/visual needs.
 - Sending notices and reminders regarding hotel registration deadlines (at least 3 weeks in advance) and following up on registration.
 - Making group dinner reservations and updating meeting materials (name cards, rosters, meeting agendas).

Meeting Preparation

- Verify hotel contracts and finalize meeting details, including catering and audiovisual needs.
- Send initial and reminder notices for hotel registration deadlines and manage board member confirmations.
- Confirm hotel room block and registrations, following up with members who have not registered.
- Ensure preparation of meeting materials, including printed agendas and updated roster.

Post-Meeting Follow-Up

- Prepare and distribute meeting minutes to board members for approval.
- Update website and internal records with approved minutes, meeting dates, and board member information.
- Maintain a digital and hard-copy file of meeting records, including minutes, rosters, and contracts.

Membership Support and Communication

- Maintain the website, databases, and mailing lists for board members, council members, and external stakeholders.
- Manage Eventbrite registrations for membership and events, regularly checking and updating as necessary. Respond to inquiries related to event registrations and membership changes.
- Monitor Washington Council email and listservs, handling inquiries, especially during peak periods (August and September).
- Update and maintain the Washington Council roster, ensuring accurate contact information and email distribution lists.
- Oversee membership renewals and related correspondence, including sending periodic reminders and verifying payments from participating colleges in the Fall Counselor Workshop and Fall Transfer Fairs.

Financial and Insurance Administration:

- Process invoices and payments related to council operations, including hotel contracts, event fees, and membership dues.
- Set up and manage annual insurance payments for Hartford Insurance policy.
- Ensure timely auto-renewals for both bus owners and commercial policies.
- Assist the Treasurer with managing financial records and ensuring timely payments and deposits.

Website and Records Maintenance:

- Regularly check and update the council's website (hosted on Dreamhost) with current information on meetings, membership, and other council activities.
- Ensure timely posting of updated documents, including meeting minutes and rosters, on the website.
- Monitor and update Eventbrite for membership records and related event details.

General Duties

- Serve as the custodian of the council's records, ensuring proper filing and retention.
- Respond to general inquiries from council members, the public, and other stakeholders in a timely and professional manner.
- Work closely with the Treasurer to maintain accurate financial records.
- Perform other duties as assigned by the President of the Washington Council.

Skills and Qualifications

- Strong organizational and communication skills.
- Attention to detail and the ability to manage multiple tasks simultaneously.
- Proficiency with office software (e.g., Microsoft Office, Google Suite) and web management tools (e.g., Dreamhost, Eventbrite).
- Familiarity with the Washington Council or former educator in Washington state.
- Prior experience in administrative support or secretarial roles is a plus.
- Ability to work independently and collaborate effectively with a diverse group of stakeholders.
- Flexible schedule to accommodate the increased workload during board meeting months.

Please submit your resume and cover letter to the chair of the search committee, Jennifer Nehus at jnehus23@ewu.edu.