

FOR IMMEDIATE RELEASE

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Board Secretaries/Administrative Assistants Gather for Annual Professional Development Conference

Nashville, Tennessee (May 6, 2011) - TSBA hosted the 18th Annual Board Secretaries' Conference for school board administrative assistants, executive assistants, and school board support staff May 6 at its facility in Nashville.

In addition to the exchange of ideas and best practices between veteran and new board secretaries alike, the day featured informative and interactive presentations on Robert's Rules of Order, legalities of board minutes, policy updates, and board meeting preparation tools and tips. Attendees received an update on the action's of the Tennessee General Assembly and ended the day with a roundtable discussion of issues and topics facing school districts. Sessions were conducted my members of the TSBA staff.



Board secretaries from across the state listen to a presentation during the 18th Annual TSBA Board Secretaries' Conference in Nashville.

“Board secretaries are extremely important to the success of school boards and school systems,” TSBA Executive Director Tammy Grissom said. “We look forward to this conference every year because it gives us direct contact with these key players who serve as a link between the Association and school board members. We work with them every day, and it’s great to have a chance to see them and work with them in person. Our annual conference is designed to keep them updated with the latest information they need to effectively perform the variety of tasks they handle. They are certainly a dedicated group of professionals.”

During the annual business meeting of the Tennessee Association of Board Secretaries (TABS), which was held in conjunction with the conference, Rose Ratagick of Wilson County was elected TABS president for 2011-2012. Clara Perkins of Elizabethton was elected to serve as president-elect, and Crystal Nelson of Overton County was elected vice-president.

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In addition to electing officers for the coming year, TABS members who achieved various levels of certification over the past year were recognized for their achievements. The aim of the TABS Certification Program is to encourage professional growth.

Levels are achieved by meeting a variety of professional development measures and other criteria, with the achievement of Level III resulting in the designation of Certified Board Secretary.

Those individuals who received honors at this year's conference were:

Level 1: Suzanne Hicks, Bedford County; Kim Martin, Clinton; Shirley Johnson, Maury County; Qur'an Folsom, Memphis

Level 2: Teresa Wrinkle, Athens; Regina Fowler, Dickson County; Clara Perkins, Elizabethton; Lisa Springer, Milan SSD



2011-2012 TABS officers: (Left) Clara Perkins, Elizabethton; (Center) Rose Ratagick, Wilson County; (Right) Crystal Nelson, Overton County

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