



Position	Secretary
Term of service	2 years (beginning July 1, ending June 30)
Purpose	<ul style="list-style-type: none"> To serve as a member of the executive board of MASEA, assisting in developing policies, procedures, and programs To lead or contribute to initiatives of the MASEA Board as needed Oversee programs and initiatives to grow and service membership
Type of Position	Nominated and elected by membership
Qualifications	<ol style="list-style-type: none"> Active member of MASEA Strong written and verbal communication skills Detail-oriented; timeline and customer service driven Technology adept – able to learn and use new tools easily Ability to effectively lead groups, plan and supervise events/programs, and enthusiastically engage in mission and activities of MASEA
Time Commitment Required	<ul style="list-style-type: none"> Board meetings: 1.5 hours per month plus prep time Project work: 1-4 hours monthly, depending on assignments Regular communication with board: less than 1 hour monthly

Constitution Description

The Secretary shall:

- Be the record keeper of the Association and the custodian of its records.
- Be responsible for the following committees:
 - Student Employee of the Year
 - Publications and Communications

Detailed Responsibilities

Record Keeping:

- Serve as record keeper of the Association during all formal and informal board meetings.
- Solicit board meeting agenda items from board prior to board meetings.
- Identify and note all action items and decisions as a result of meetings.
- Follow-up with board members as needed to clarify minutes in order to have accurate and timely records.
- Distribute meeting agendas and previous meeting minutes to board members prior to meetings.
- Serve as custodian of all MASEA records in a shared, electronic format (DropBox); maintain organization of electronic files.

Awards and Recognition:

- Oversee Student Employee and Student Employment Supervisor of the Year Awards Program including: communications, announcements/reminders, volunteer solicitation and management, plaque/certificate ordering, coordination with NSEA, continuously streamlining process, and making recommendations to the board to enhance program.
- Lead efforts to train/prepare membership to implement and/or enhance SEOTY/SESOTY programs on their campuses including, but not limited to updating website content, hosting webinars/conference calls, developing “cheat sheets” or job aides, etc.
- Coordinate the annual MASEA awards process including: managing awards timeline, communications, announcements, reminders, plaque/certificate ordering, streamlining awards program, and making recommendations to the board to enhance program.

Communications

- Promptly respond to inquiries as position is frequently first point of contact for members.
- As requested, distribute proactive, pertinent information and announcements to MASEA members regarding programs and reminders in partnership with Vice President for Membership.
- Manage timeline for newsletters; solicit content for newsletter from board members, state representatives, SEE trainers, and members in collaboration with the Vice President for Membership; lead creation, editing, and distribution of newsletters in collaboration with board members.