### Midwest Association of Student Employment Administrators

**Board of Directors Job Description Form**

<table>
<thead>
<tr>
<th>Position</th>
<th>President Elect</th>
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<tbody>
<tr>
<td><strong>Term of service</strong></td>
<td>1 year (beginning July 1, ending June 30); Three-year commitment (one year each as president-elect, president, past-president)</td>
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| **Purpose** | • 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  
• To prepare for responsibilities and term as MASEA President  
• Take on special projects/short term-committees as needed |
| **Type of Position** | Nominated and elected by membership |
| **Qualifications** | 1. Active member of MASEA; past leadership experience in MASEA preferred  
2. Ability to effectively lead groups, plan and supervise events, and enthusiastically engage in mission and activities of MASEA |
| **Time Commitment Required** | • Board meetings: 1-3 hours per month plus prep time  
• Project work: 4-5 hours monthly, depending on assignments  
• Regular communication with board: 1-2 hours monthly |

### Constitution Description

The President Elect shall:

1. Perform duties of the President in the absence of, or at the request of the President.  
2. Assist the President in all ways and prepare for his/her term of office.  
3. Serve a member of the Strategic Planning Committee.  
4. Be responsible for the following committees:  
   1. Grants and Development  
   2. Sponsorship  
   3. Federal issues

### Detailed Responsibilities

- Participates in all board meetings and provides or solicits brief activity reports on conferences and ongoing programming.  
- Submits any action items for board discussion via e-mail to the president, along with supporting materials, two weeks prior to each board meeting.  
- Collaborates with all board members to recruit, engage, and retain MASEA members.  
- Researches and proposes new initiatives for MASEA.  
- Serves as back up for president during board meetings and at other MASEA functions or activities.  
- Establishes and maintains a close working relationship with president for continuity of goals, objectives, and purposes of MASEA, and to ensure a smooth transition from one year to the next.  
- Plays active role in discussion recruitment for board members and volunteers, as well as coordination with other regional associations and NSEA.