**Midwest Association of Student Employment Administrators**

**Board of Directors Job Description Form**

<table>
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<tr>
<th>Position</th>
<th>Secretary</th>
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<td><strong>Term of service</strong></td>
<td>2 years (beginning July 1, ending June 30)</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  
- Oversee programs and initiatives to grow and service membership |
| **Type of Position** | Nominated and elected by membership |
| **Qualifications** | 1. Active member of MASEA  
2. Strong written and verbal communication skills  
3. Detail-oriented; timeline and customer service driven  
4. Technology adept – able to learn and use new tools easily  
5. Ability to effectively lead groups, plan and supervise events/programs, and enthusiastically engage in mission and activities of MASEA |
| **Time Commitment Required** |  
- 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:  
1. Be the record keeper of the Association and the custodian of its records.  
2. Be responsible for the following committees:  
   1. Student Employee of the Year  
   2. 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.