



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

### Constitution Description

The Secretary shall:

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

### 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 in conjunction with the President-elect 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 Memberships awards process in conjunction with the Past President 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 email 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.