

## **MCA Secretary Job Description**

### **Term of Office:**

- The Secretary shall serve for a period of one year or until a successor is chosen.

### **Duties:**

Elected officials are expected to attend board meetings and MCA events. There are usually about six board meetings each year. Board members are expected to pay the student registration fees to MCA events.

In addition, the Secretary shall:

- Keep a record of the proceedings of the Executive Board and Association meetings.
- Serve as a member of the Executive Board.

The secretary is expected to provide minutes to the Board within 3 weeks of a board meeting.

### **Qualifications:**

- Candidates are expected to have demonstrated commitment to the field of career counseling.
- Preference is given to those who have exhibited good communication skills and have a reputation for following through on their commitments.

### **All nominations must include:**

- A professional resume of the proposed nominee.
- A letter from the nominee stating his or her willingness and ability to serve.
- When applicable, a letter from the nominee's employer recognizing the time and resource commitment involved.

To assure your satisfaction with the "bio" used for the ballot, you are encouraged to submit a one paragraph description of your accomplishments in addition to the above materials.

### **The election process:**

- The names and bios of all persons nominated for elective offices shall be distributed by the Nominations and Elections Committee to all certified members of the Association by mail or email.
- All mail or email ballots shall be returned to the Past-President in accordance with the bylaws.