

MVMA Secretary

Position Qualifications

The MVMA Secretary must be elected by a majority vote of the members present at the MVMA Annual Meeting.

Term

The term is two (2) years. Induction is at the Annual Meeting upon the election of officers.

Responsibilities

The Secretary will perform such duties as stated in this Position Description, or as requested, including but not limited to the following:

Serve as:

- Voting member of the Executive Board

Other:

- Maintain corporation's records.
- Be responsible for taking minutes at all meetings of the Association, Executive Board, and Advisory Committee.
- Keep record of activities and votes in between formal meetings via Intermeeting Minutes.
- Provide whatever support efforts are needed for the corporation's activities.

Estimated Time Commitment: 50 hours/year

Reimbursable Expenses: Expenses will be reimbursed/covered as defined in the MVMA Financial Policy for Meetings.