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Executive Secretary

Job Description

Update

Executive Secretary

General

1. Serves at the pleasure of the Board of Directors, subject to an annual review by the Executive Committee of the Board of Directors prior to reappointment.
2. Serves as a member of the Board of Directors with voting rights.
3. Functions as the Fiscal officer of the Association.
 - a. Receives and accounts for all monies due and spent by the Association.
 - i. ~~Prepares a monthly listing of "bills to be paid" and sends it to the chair of the Finance Committee for approval for payment as well as a copy to the President. The Finance Chair can authorize payment by e-mail or fax. (Board of Directors, 1/6/1996)~~
 - ii. ~~Provides a monthly printout of MPLA financial transactions (income/expenditures) to both the President and Chair of the Finance Committee. (Board of Directors, 1/6/1996)~~
 - b. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Board of Directors.
 - c. Maintains a money market account for the Association in which to maintain sufficient funds to meet longer-term financial obligations without having to maintain a large non-interest bearing checking account.
 - d. Pays promptly all bills authorized by the Board of Directors through the budget approval process
 - e. Serves as a member ex-officio of the Finance Committee with voting rights.
4. Responsible for maintaining membership records and mailing materials to members.
5. Sends each state association president, vice-president, executive secretary, and newsletter editor for the MPLA states a copy of the *MPLA Newsletter*. (Board of Directors 12/17/84)
6. Sets rates for subscriptions and advertising for the *Newsletter*. (Board of Directors 9/26/81)
7. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application forms.
8. Maintains the MPLA booth and its exhibit materials, schedules its use with the state representatives, and ships it to arrive at the time and place arranged with the state rep.
9. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
10. ~~Gives one year membership to each conference exhibitor and in negotiation with each state for joint conferences, give consideration to providing each exhibitor with a free banquet ticket. (Board of Directors 5/5/84)~~

Post Conference Duties and Activities

1. Provides all incoming members of the Board of Directors with copies of the *Manual of Procedure*.
2. Transfer official documents, vouchers, papers, etc. to the archivist when no longer needed for conducting the on-going affairs of the Association.
3. Provides the Committee Chairs and Conference Sub-Committee Chairs with a copy of the *Manual of Procedure* as needed.
4. Aids the Finance Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Board of Directors.
5. Reports on the financial and membership status of the Association at all Board of Directors meetings.
6. Maintains the current membership file, including a mailing list for the *MPLA Newsletter*.
7. Notifies the membership each November that dues are payable on January 1, and sends out periodic reminders as needed.
8. Notifies subscribers when renewals are due for the *MPLA Newsletter* subscriptions.

Pre-Conference Duties and Activities

1. Prepares the Membership Directory and distributes it to members of the Association by May 1. (Board of Directors 1/6/96)
2. Provides information to aid the Conference Chair (Vice-president/President-Elect) in preparing conference issue of the *MPLA Newsletter*, which is the official "Call to Conference." Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
3. Receives the reports of the Nominating Committee indicating Association candidates for officer positions, and section nominating committees indicating Section nominees, no later than four months prior to the first date of the annual conference at which elections are to be concluded. Duplicates ballots (including brief biographical information) and mails them to members no later than three months prior to the first date of the annual conference. Ballots shall be counted and candidates informed of the results no later than two months prior to the annual conference.
4. Mails the conference issue of the *MPLA Newsletter* to membership no later than two months prior to the first date of the annual conference as the official "Call to Conference."
5. On receipt of the ballots from the membership, tallies them in accordance with procedures as outlined in the Bylaws.
6. Provides the Registration Sub-Committee Chair with a membership list prior to each conference.
7. Drafts annual report of all financial receipts and disbursements by budget categories for the current year to be distributed to the membership at a general session of the annual conference.

Conference Duties and Activities

1. Secures and records all membership dues collected at the annual conference.
2. Receives the financial report of the Conference Chair and distributes it to members of the Board of Directors.

(May 1978; Sept. 1985; April 1995; Jan. 1996)