

## **Executive Secretary**

### **General**

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Expenses reimbursed as per contract.
4. Establishes and maintains official MPLA mailing address.
5. Functions as the Fiscal officer of the Association.
  - a. Receives and accounts for all monies due and spent by the Association.
    - i. Provides a quarterly report of MPLA financial transactions (income/expenditures, including checks written) to both the President and Chair of the Administration Committee.
    - ii. Provides Budget reports at Board meetings.
  - b. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Executive Board. All checks received must be deposited within two weeks of receipt.
  - c. Maintains a money market account for the Association.
  - d. Pays promptly all bills authorized by the Executive Board through the budget approval process. If within the budget, may pay bills directly.
  - e. Attends by invitation meetings of the Administration Committee.
6. Responsible for maintaining membership records and emailing materials to members.
7. Sets rates for subscriptions and advertising for the newsletter in consultation with the Administration Committee.
8. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application or in their member profiles.

- 9.. Maintains the MPLA booths and exhibit materials, schedules their use with the State Representatives, and ships or arranges shipping to arrive at the time and place arranged with the state representative.
10. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
11. Makes arrangements for all Board meetings by securing meeting rooms, preparing necessary documents, arranging for hotel rates and making food arrangements as requested.

#### **Post-Conference Duties and Activities**

1. Ensures all incoming members of the Executive Board are listed on the website and understand the resources available on the website.
2. Aids the Administration Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Executive Board.
3. Reports on the financial and membership status of the Association at all Executive Board meetings.
4. Maintains the current membership file.

#### **Pre-Conference Duties and Activities**

1. Provides information to aid the Vice-President/President-Elect in contributing to the conference website. Reviews proposed contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
2. Checks to be sure the conference website is up and fully functional no later than two months prior to the first day of the annual conference.
3. Receives the reports of the Nominating Committee indicating Association candidates for officer positions no later than four months prior to the first date of the annual conference at which elections are to be concluded. Posts the slate (including brief biographical information) and makes it available for electronic voting no later than three months prior to the first date of the annual conference. The Executive Secretary and the Chair of the Nominating Committee will verify the election results, and the Chair of the Nominating Committee will inform candidates of the results no later than two months prior to the annual conference.
4. Prepares the contract for annual conference and assists in its negotiation.

5. Provides membership list to state associations as requested.
6. 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 forwards all membership information to MemberClicks and deposits dues collected at the annual conference.
2. Receives the financial report of the Conference Chair and distributes it to members of the Executive Board.