

NEW MEXICO CONSORTIUM OF CAREER EDUCATORS AND EMPLOYERS
Job Description

JOB TITLE: Immediate-Past President, Executive Board Member

COMPENSATION: None

ELIGIBILITY REQUIREMENTS:

- Must be a current member of NMC²E² in good standing and maintain membership and standing throughout term of office.
- Must have and continue to have no conflict of interest, as outlined in the NMC²E² Operating Guidelines, throughout term of office.

SUMMARY:

Serve a one (1) year term of office, following the calendar year. The term of office shall begin at the close of the December meeting. Follow and uphold the NMC²E² mission; to facilitate personal and professional growth, career development, cooperation, and collaboration among employers and members of the educational community of New Mexico. Support the Consortium's goals; Pursue collaborative efforts to promote career awareness and developmental activities. Promote experience-based learning. Assist employers in attracting, identifying, and hiring qualified candidates. Support efforts to develop a highly qualified and motivated workforce. Serve as a resource for members and potential members through networking, consultation, research and training. Facilitate professional growth of the membership. Maintain liaison efforts with other professional associations for advocacy and professional development opportunities.

DUTIES AND RESPONSIBILITIES:

1. Offer strength and continuity to the Executive Board
2. Serve as a resource to the Board and the Consortium
3. Oversee regular elections of the Consortium and ensure that the elections are conducted in a fair and expeditious manner. Shall keep a copy of all votes cast, whether by paper or by electronic voting, for at least 60 days after the announcement of election results at the December quarterly meeting and on the consortium webpage, for the purpose of verifying election results.
4. In the absence or disability of both the President and Vice-President, will perform the duties of President until the next regular election.
5. Read and sign an agreement to abide by the Conflict of Interest Policy in Appendix B of the Operating Guidelines.