

NEW MEXICO CONSORTIUM OF CAREER EDUCATORS AND EMPLOYERS
Job Description

JOB TITLE: Secretary, 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 2 (two) 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. Keep and maintain an adequate and correct record of the deliberations of the Consortium, including the Executive Board.
2. Be responsible for ensuring that meeting minutes are captured, accurately reflect the actions taken at the meeting, and are presented at each subsequent meeting of the Consortium.
3. Learn the duties of all Board Members, the Operating Guidelines and Bylaws, including legal obligations.
4. Distribute ballots for new officers thirty (30) days prior to the December meeting.
5. Distribute any Amendments proposed to the Bylaws thirty (30) days prior to the date of the meeting in which they are to be considered.
6. Read and sign an agreement to abide by the Conflict of Interest Policy in Appendix B of the Operating Guidelines.
7. Perform any other duties requested by the president, executive board and membership.