



## LEADERSHIP JOB DESCRIPTION

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**POSITION TITLE:** *MCAR Secretary/Treasurer*

**POSITION DESCRIPTION:**

Ensures that records are maintained of all Association and Board meetings as well as protect the integrity of the fiscal affairs of the Association.

**RESPONSIBILITIES:**

- Serves as a member of the Board of Directors, performing all responsibilities therein.
- Serves as Chairman of the Finance Committee and Executive Review Committee.
- May serve as chairman or member of one or more Association committees as requested by the Chief Elected Officer.
- Ascends to the next ranking position for the following two years, concluding as President.
- Ensures that applicable records are maintained for all meetings of the Association and the Board of Directors in accordance with state and federal law.
- Reviews Association expenditures and financial status on a regular basis to ensure overall fiscal integrity and proper record maintenance.
- Performs other duties as may be assigned by the Chief Elected Officer.
- Attends annual meeting and special meetings as directed by the Chief Elected Officer.
- Support and promote the association's political awareness and fundraising plan as a significant component of the organization's activities.
- Assumes a visible leadership role at association networking and social functions.
- Undertakes all other responsibilities as detailed of an MCAR Director.