**Student Section Secretary**

**Purpose:** The student section secretary ensures the section delivers a quality member experience by maintaining the section’s historical records.

**Key Responsibilities:**

* Maintain and retain all student section files, including minutes
* Ensure that members receive timely and effective notices of all student section meetings and functions
* Attend student section general membership and executive committee meetings
* Record, distribute and file minutes of all student section and executive committee meetings to student members and faculty advisor
* Ensure consistent and appropriate messaging across student section communication channels (e.g., website, social media accounts, newsletter, other publications)
* Maintain an updated membership roster to be submitted to ASSP as appropriate
* Assist student section president in completing reports

**Support:**

* Transition meeting with outgoing student section secretary
* Additional support available from student section president, faculty advisor and ASSP Student Services

**Benefits:**

* Opportunity to develop transferrable leadership, recordkeeping and communication skills

**Time Commitment:**

* Term of office: Minimum 1 year, July 1 - June 30
* Average hours per month: Up to 10 hours

**Qualifications:**

* Must be an ASSE student member in good standing
* Have or be willing to develop an understanding of student section and ASSP structure and strategic direction
* Ability to work effectively in a team setting and communicate with diverse audiences

**Specific Duties:**

* Maintain section meeting attendance records
* Retain custody of the student section charter and other official documents
* Monitor all deadlines to ensure compliance with student section charter
* Ensure orderly transition and transfer of duties and records to succeeding student section secretary