

Michigan Association of Veterinary Technicians

Representing Licensed Veterinary Technicians in the State of Michigan since 1975



Executive Board Member Title	<i>Recording Secretary</i>
Term	<i>Two year term</i>

Job purpose

Fully participate within the MAVT Executive Board while maintaining order in accordance with the current MAVT constitution and by-laws.

Duties and responsibilities

- Sign Executive Board Member Agreement, and must have fully read, acknowledged, and signed the MAVT By Laws and Standard Operating Procedures.
- Maintain accurate minutes of each Executive Board meeting and distribute these minutes within 14 days of each meeting's conclusion.
- Report statistical information at each Executive Board meeting regarding the membership numbers and growth of the MAVT.
- Conduct the general correspondence of the MAVT and the Executive Board.
- Keep accurate and current records of the names and contact information of each member of the MAVT.
- Serve as chairperson of the Membership Committee and appoint members to this committee.
- Assist the Corresponding Secretary when necessary.
- Assist with documents needed for the Fall/Spring Conference in regard to membership information & registration. (i.e. Open registration forms online, track registration of attendees, prepare name badges, prepare CE certificates, etc.)
- Attend all Executive Board meetings scheduled and in the attendance it was scheduled (online, in person).
- Attend the Michigan Veterinary Conference (at the beginning and end of each term), Spring Mock Exam and Conferences.
- Chair the planning of the Spring Mock Exam.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Partner with the other Executive Board members and Executive Director in achieving the organization's mission.

Qualifications

- Be a current Credentialed Veterinary Technician member in good standing of the Michigan Association of Veterinary Technicians.
- Demonstrate an understanding of MAVT constitution, by-laws and organizational structure.
- Poses excellent organizational skills and ability to work well with others of varying skill-levels and backgrounds.
- Poses ability to direct others in a courteous and professional manner while encouraging them to uphold responsibilities and obligations to the association.
- Poses a desire to progress MAVT with professionalism and understanding to the veterinary technician field.
- Elected to office by majority vote of membership with understanding this is a two (2) year commitment to the MAVT Executive Board.

Accepted by: <i>(signed by Recording Secretary)</i>	
Approved by: <i>(signed by President)</i>	
Date approved:	
Last Reviewed:	<i>December 22, 2022</i>