

**Tess Bradford**

**MBA Association Election Platform**

**Secretary 2008 - 2009**

According to the MBA Association's constitution, the responsibilities of the secretary include:

- a) Keeping accurate and complete minutes of all meetings of the Association.
- b) Be custodian of all records, files, and documents of the Association.
- c) Keeping a record of all proposals for membership.
- d) Supply such reports as may be requested by Association Officers within five (5) days from the receipt of such request.
- e) Keeping a composite, yearly calendar of meetings, speakers, trips, and other coordinated events.

As secretary of the MBA Association, I will work diligently to assist fellow officers and classmates in any way I can. I feel that I possess the qualities necessary to fulfill all the responsibilities of the position and I am vested 100% in the success of all worthwhile efforts to support students, such as myself, reach their goals and potential. I am extremely organized and strive to always be prepared with the necessary information to better serve my fellow classmates.

From my work experience as a Graduate Assistant in the Office of Advancement, I have gained valuable knowledge and insight into many of the departments and programs in the E. J. Ourso College of Business. I feel that this knowledge will help the MBA Association utilize tools and programs already in place to achieve its mission of providing an atmosphere conducive to the professional and personal development of its members.

I have always enjoyed collaborating with others and would be honored to serve as the MBA Association Secretary for the upcoming academic school year.