

Tessa LeBlanc

Election Platform: Secretary 2009 – 2010

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 the 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 devote my time to fulfill all duties and responsibilities of this position in the best way possible, as well as assist other Association Officers and members in any way that I can. I feel that being well organized and detail oriented will enable me to be a great asset to the Association. I will collaborate with other Association Officers to uphold the mission of the organization and provide the best experience for all members.

Several of my previous and current work experiences have given me the skill set necessary to fulfill the duties of this position. These experiences include keeping accurate minutes for professional meetings, organizing and tracking extensive filing systems, and other various secretarial duties. I will use this experience to organize and provide all necessary information to serve each member of the organization.

As an active member of the Association, I wish to see the success of the organization and promise to do my part in achieving its goals. I would be extremely honored to serve as Secretary of the MBA Association for the 2009 – 2010 academic year.