



Mississippi Water Environment Association

The Mississippi Water Environment Association (MWEA) Board of Directors is currently seeking a qualified firm or person interested in providing Executive Secretary Services for the MWEA.

The Contract position will pay \$50 per hour for a maximum of \$15,000.00 per year. This is a remote position with periodic travel required. Interested parties should contact Ellis Sartain at esartain@etec-sales.com for more information regarding this opportunity.

Executive Secretary Position Statement

A brief description of job duties are listed below:

- The Executive Secretary shall be a central manager of all MWEA activities, notes, documents, planning tools, etc. so that there is one point of contact for the organization.
- The Executive Secretary reports directly to the executive board and will formalize assignments within the budgetary constraints of the organization. Officers, committee chairs and the delegate shall establish various tasks as needed throughout the year related to the organization events and administrative needs.
- The Executive Secretary will monitor all banking and investment accounts and prepare a monthly budget report of all income and expenses and savings accounts. The budget report shall compare year-to-date income and expenses in relation to the budget and will be reviewed throughout the year.
- The Executive Secretary shall be a contact person for the MWEA in coordinating certain activity related to the Annual Conference, Specialty Conferences, and other activities.
- Other Responsibilities of the Executive Secretary:
 - Maintain a central office for all correspondence and storage of files and documents.
 - Setup and prepare for monthly board meetings, conference calls, and in person meetings. This preparation will include any minutes and notes related to the agenda at the current meeting.
 - Attend and record minutes of each meeting. Send out written minutes of the most recent meeting, after they have been reviewed and approved by the board's Secretary Treasurer.



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- Work with the Membership Chair to handle all membership information:
 - Keep up with headcounts and send out letters to remind members that membership may be expiring.
 - Send out letters and info to potential new members.
 - Generally manage membership population to ensure all information is up to date.
- Work with the Website Chair to keep website up to date and maintain associated cost data.
- Work directly with the MWEA Joint Conference Administration Committee Chair and the Conference Planning Committee on the joint annual conference.
- Work with committee chairpersons as directed by the MWEA Board of Directors.
- Attend the Joint Annual Conference and the Annual Joint Technical training sessions as directed by the MWEA Board of Directors.
- Manage registration, mailouts, and Continuing Education Credits for the Annual Joint Technical Training.

Other Organizational Notes

The **MWEA** is a professional, non-profit, technical and educational organization devoted to preservation and enhancement of the statewide water environment. Membership is composed of engineers, scientists, utility managers, plant operators, and others working in government, academia, industry, and private practice.

The **MWEA** is a member association of the Water Environment Federation, a global organization with over 36,000 members and 75 affiliated Member Associations.