

MFAc Student Association Secretary Recruitment Notice – Winter 2025

Role Descriptions

- Ensure all members are engaged and active throughout the term.
- Maintain organized files of correspondence, membership lists, and essential records.
- Communicate meeting dates, special meetings, and events to members in a timely manner.
- Support the review of Association By-Laws and policies as needed.

What We Look for in Candidates

- Excellent communication and interpersonal skills.
- Ability to foster and maintain effective relationships with students, employers, and alumni.
- Strong organizational and analytical abilities.
- Energy, creativity, and enthusiasm for leadership and growth.

What You'll Gain

- Leadership experience that sets you apart for future roles.
- Enhanced organizational, project management, and communication skills.
- Access to an expanded network of students, alumni, and industry professionals.
- A chance to shape the MFAc student experience and leave a lasting impact.

How to Apply

1. **Prepare a Personal Statement:** Write a personal statement (maximum of 250 words) highlighting your skills, experience, and motivation for joining the Executive Committee.
2. Your newest Resume (Optional)
3. **Submit Your Application:** Send your personal statement and/or resume to the Returning Officer at miabss@yorku.ca.

Important Dates

- **Application Deadline:** January 31, 2025
- **Term of Service:** Winter 2025 (January to April 2025) (with an option for renewal)