

**Midwestern Psychological Association  
Secretary Treasurer  
Call for Applications**

The Midwestern Psychological Association (MPA) is seeking applicants for the position of MPA Secretary-Treasurer. This is a three-year term to begin July 1, 2010.

This is an exciting opportunity to make a difference for MPA. The Secretary-Treasurer is the most important officer in the organization. MPA depends on having a committed and competent secretary-treasurer.

Unlike the other officers (who are elected), the S-T is appointed by vote of Council. He or she communicates with members via newsletters and mailings and e-mailings, responds to the organization's e-mail queries, maintains all financial and membership records, pays all bills, updates the website, files income taxes, edits and produces the program book, and writes the report of the annual meeting which is published in the *American Psychologist* each year. The S-T works closely with Council, and especially with the Program Moderator and the Convention Manager to create MPA's annual meeting each year.

The S-T is provided with an annual stipend which usually provides for some release time, and resources to pay for secretarial support staff. The details will be discussed with qualified applicants.

**Duties (from the bylaws):**

The duties of the Secretary-Treasurer shall be to keep the records of the Association and the Council; to conduct official correspondence; to serve ex officio as a member of the Program Committee and issue all programs of meetings; to receive applications for membership and to give notice of all inductions into membership.

The Secretary-Treasurer shall have responsibility for all funds of the Association and shall have authority to disburse these funds for purposes authorized by the Council, as well as by the membership voting at the Annual Business Meeting. A record shall be kept of all money received and all disbursements made, and an annual report of the financial status of the Association shall be submitted to the membership at the Annual Business Meeting.

The Secretary-Treasurer shall act as the general executive officer of the Association in consultation with and by direction of the President and the Council Members, or as directed by the membership at the Annual Business Meeting, and shall bring to the attention of the Council and the Association such matters as are deemed necessary.

**Qualifications:**

The S-T is required to be a regular member in good standing of the organization, preferably with some years of experience in attending and taking part in annual meetings. Service to the organization in some other capacity prior to serving as S-T is desirable. Experience with data management (Microsoft Access, listserv management, and web page maintenance) or the willingness to develop these skills is essential.

Typically, the S-T will be a somewhat senior faculty member in a tenured position at a university. It is typical and desirable that the applicant's home institution will provide some support to the applicant (e.g., release time, office space, or other relevant support) to enable him or her to fulfill the duties of the position.

Interested applicants should contact Elaine Blakemore (see below). Review of applications will begin immediately and continue until the position is filled.

Elaine Blakemore, MPA Past President  
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Questions may also be directed to:

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