MURA Volunteer Opportunity Form

Brief Description: The MURA secretary keeps minutes of all official meetings of the Association and of the Board, distributes or reads the minutes of meeting for approval and prepares the directory of Board members and committee members. As an Officer of the MURA Board of Directors, the secretary participates at four quarterly board meetings, the annual membership meeting, two annual four-campus leadership team meetings with the President of the University System, and two annual meetings with the Chancellor of the MU campus. The secretary position is renewable by election for one additional two-year term. The Secretary is elected in an odd numbered year for a two-year term. No Officer or Board member serves more that two consecutive full terms in the same position except for certain committee chairs.

|  |  |
| --- | --- |
| Contact First Name | Margie |
| Contact Last Name | Sable |
| Contact Title | MURA Past-President |
| Project Title | MURA Secretary |
| Volunteer Date(s) | July 2019 through July 2021 |
| Contact Deadline | December 15, 2018 |
| Preferred Phone Number | (573) 999-0599 |
| Preferred Email Address | sablem@missouri.edu |