

Second Alternate

The general duties of the Second Alternate:

- Assist the Board of Directors and at the end of the term as Second Alternate, assume the office of First Alternate;
- Develop and maintain IACA Surveys
- Request IACA member involvement in the International Business Registries Survey and distribute information prior to the survey.
- Develop and maintain the Annual Conference First Time Attendee Tip Sheet.

Marissa Soto-Ortiz

Assistant Director

Corporations Division

Secretary of the Commonwealth

Commonwealth of Massachusetts

Marissa is the Assistant Director and an attorney for the Corporations Division at the Office of the Secretary of the Commonwealth. She graduated from New England Law | Boston (formerly New England School of Law) in 2005 and joined the Corporations Division in 2006 as a Staff Attorney. Marissa specializes in corporate and other business entity, banking, trademark and UCC filings made with the Division. Marissa left government work and spent one year from 2008-2009 in the private sector working as an attorney specializing business litigation, trademarks, commercial real estate, and bankruptcy. She rejoined the Corporations Division in 2010 and in 2012 became the Assistant Director for the Division. As the Assistant Director, Marissa handles the day to day management of the Corporations Division and is the project manager for the Division's website and database upgrades. Additionally, she assists Chief Legal Counsel in various legal issues within the other divisions of the Secretary of State's Office and presides over administrative hearings brought before the Corporations Division. She is currently the Second Alternate on the Board of Directors for the International Association of Commercial Administrators (IACA) and the US Liaison on the International Business Registers Survey Working Group. Marissa is currently a member of the Massachusetts Bar Association's Business Law Section Council.

