



**Melba J. Duncan** - Founder and President of The Duncan Group Inc.

The Duncan Group Inc. is a retained search and consulting firm. Since 1985, the firm has been advising CEOs and other corporate leaders regarding specialized senior management support resources. The firm operates internationally, and offers expertise in four practice areas: recruitment, organizational consulting, coaching, and executive-level training for professional assistants. Ms. Duncan is the Founder and CEO of the Duncan Leadership Institute, which makes available educational programs in highly specialized business skills to maximize the capabilities of current and next generation senior-level and C-suite assistants, and multiple tiers of administrative support staff. In March 2013, Ms. Duncan announced the launch of "On Point," a weekly online radio talk show. The program's compelling objective is to address workplace complexity and to offer a distinctive voice in defining the evolving role of 21st-century executive assistants, whose career achievements and collaboration skills propel them to the level of strategic business partner and executive life manager.

An active participant in her field, Ms. Duncan is a member of the Seraphic Society. She is also a Vice President of C-Suite Executive Support Professionals (C-SESP), a not-for-profit global organization that distinguishes the role of the C-suite executive support professional as a strategic business partner.

Ms. Duncan is author of *How to Succeed in Business as an Executive Assistant* (Macmillan, 1990), and *The New Executive Assistant: Advice for Succeeding as an Executive or Administrative Assistant*, (McGraw-Hill, 1997). Her upcoming book projects are *Indispensability*, an overview of career survival strategies in the new economy, and *The Handbook of Assistants' Best Practices*. She has also authored numerous articles, including the now-classic "The Case for Executive Assistants" (*Harvard Business Review*, May 2011).