

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description - Secretary
Number of Pages	2
Approval Date	February 2016
Past Revision Dates	November 2000, April 2015, January 2016
Next Revision Date	January 2018

JOB DUTIES

- See Job Description in NENA Governing Bylaws.
- Attend all Board of Director and Annual General Meetings.
- Solicit for items, prepare and distribute above meeting agendas.
- Record all votes, motions and minutes of all proceedings.
- Circulate and archive all non- in-camera minutes of all meetings and conference calls of the Association, to the Board of Directors and President’s Council within 30 days of the completion of the meeting.
- Circulate and archive all in-camera meeting minutes to the Board of Directors within 30 days of completion of the meeting.
- Responsible for circulating all written correspondence to the Board of Directors and President’s Council as directed by the President.
- Responsible for creating the “To Do List” from the meeting minutes and sending it out to the Board of Directors and President’s Council within 30 days upon the completion of each meeting.
- A signed, finalized copy and a set of signed incorporated minutes will be prepared by the secretary for Board of Director, President’s Council and Annual General Meeting. These minutes will be distributed as follows:
 - a. ANNUAL GENERAL MEETING MINUTES
 - i. Board of Directors
 - ii. President’s Council
 - iii. Legal Counsel
 - iv. Archives
 - b. BOARD OF DIRECTOR MEETING MINUTES:
 - i. Board of Directors
 - ii. President’s Council
 - iii. Legal Counsel
 - iv. Archives
 - c. INCORPORATED MINUTES
 - i. President
 - ii. Secretary
 - iii. Legal Counsel
 - iv. Archives
- The motions to be written in the incorporated minutes will include only those which address:
 - a. Financial issues

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- b. By-law changes
 - c. Auditors
 - d. Future direction of NENA including future conferences and meetings
 - d. Position statements
- All motions made by the Board of Directors will be shared with all members of the President's Council and the NENA financial administrator.
 - Submit updated "Board Highlights" for publication in each edition to the Canadian Journal of Emergency Nursing.
 - The Secretary will be the chairperson of the Archives Committee.
 - The Secretary will be the chairperson of the Honorary Lifetime Membership Committee, will receive all applications for Honorary Membership and forward to NENA Executive.
 - Provide copies of NENA Confidentiality Agreement at all NENA Leadership meetings and archive signed documents.
 - Term of office – begins July 1 the year of election into the position and is for a term of 2 years.
 - This role involves at minimum 2-4 hours per week of your time in the 2 year commitment. It is expected that you will attend all NENA in person Board meetings, monthly teleconference meetings, the AGM and National Conference.
 - Other duties, responsibilities as determined by the President.

QUALIFICATIONS

- Current NENA member, in good standing
- Active involvement in NENA whether National or Provincial, in the preceding 2 years.
- Must hold a current RN license in Canada and be actively working in emergency care.