

NATIONAL EMERGENCY NURSES ASSOCIATION



Policy	Secretary
Number of Pages	1
Approval Date	January 2026
Past Revision Dates	2007, 2009, 2017

JOB DUTIES

1. Term of office – begins July 1 the year of election into the position and is for a term of 2 years.
2. This role involves at minimum 2-4 hours per week of your time in the 2-year commitment.
3. Other duties, responsibilities as determined by the President.
4. It is expected that you will attend all NENA in person BOD meetings, monthly virtual meetings, the AGM and National Conference. Please refer to NENA Bylaws 5.06 (f) for meeting attendance expectations.
5. In collaboration with the Presidential team, send out calendar invites, prepare and distribute board meeting agendas and put a call out to team members for additions to agenda.
6. Records all votes, motions and minutes of all proceedings according to Robert's Rules of Order.
7. Circulate and file to shared drive all meeting minutes to the Board of Directors within 30 days of the completion of the meeting.
8. Responsible for circulating all written correspondence to the BOD as directed by the President.
9. Responsible for creating an action item log 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.
10. A finalized copy of Annual General Meeting minutes will be prepared by the secretary and sent to NENA financial administrator to be dispersed according to incorporation guides.
11. Provide copies of NENA Confidentiality Agreement to all new members of the BOD to be signed prior to commencement of their first meeting that they are in attendance archive signed documents.

QUALIFICATIONS

1. Currently employed in a Canadian emergency nursing environment; with an active license as per NENA Bylaws 5.06 (g).
2. Current NENA member, in good standing, for a minimum of 2 years referenced in the Organizational Statement 'Definition of a member in Good Standing'.
3. Emergency Nursing Certification ENC(C) preferred.
4. Current (or past) certification in NENA endorsed courses preferred.
5. Current/recent NENA BOD experience preferred.
6. Able to commit time necessary to fulfill job duties.
7. Demonstrated leadership ability.
8. Proficient with computers and software programs including word processing and spreadsheets.