

American Association of Critical Care Nurses
Greater Cincinnati Chapter

Position Description: Secretary

Term of Office:

Secretary is a one (1) year elected position beginning July 1 in the year of the election and ending June 30 of the following year. Any AACN-GCC member with an interest in participating on the Board can be elected as Secretary.

Position Descriptions:

The Secretary will keep a record of the minutes of all organizational meetings. The Secretary will be responsible for all organizational correspondence designated by the President, President Elect or other Board members.

Responsibilities:

The Secretary will:

1. Participate annually in development/review of chapter strategic plan.
2. Attend all Board meetings, Workshop meetings and special chapter meetings.
3. Take the minutes at all Board Meetings and Workshop Meetings.
4. If absence is anticipated, the Secretary will notify the President prior to the Board Meeting and provide the completed minutes of the previous Board Meeting. The Secretary will arrange for the Secretary Elect to take the minutes.
5. Provide Board members with a copy of the previous meeting's minutes for their reference and approval.
6. Take the minutes of all business meetings of the Chapter where an election occurs or an award is given.
7. Carry out all correspondence to the National office, regional coordinator, or other business concerns as directed by the President, President Elect or other Board Members.
8. Maintains chapter stationary (letterhead, envelopes, certificates).
9. Maintain and update the computer disk with the AACN-GCC position descriptions.
10. Listen to and keep record of all chapter voicemail box messages and distribute messages to appropriate board/committee members.
11. Record minutes of all workshop committee meetings or designate a workshop member to record all workshop committee meeting minutes.

Approximate Time Requirement:

8-9 hours per month (including above responsibilities & attendance at meetings & workshops/conferences)

Approved: 6/94

Updated: 5/97, 6/2000, 4/2005, 8/2007