

NORTH CAROLINA ASSOCIATION FOR  
HEALTHCARE QUALITY



## POSITION: Recording Secretary

This person shall be responsible for the official records of activities of all NCAHQ business and BOD meetings.

### Objectives:

- To support the vision, mission, goals and objectives of NCAHQ
- To be knowledgeable of the NCAHQ Bylaws

### Qualifications:

1. Active NCAHQ member
2. Ability to commit amount of time necessary to perform duties (Approx. 1-3 hours/week)
3. Ability to accurately recount verbal discussions in writing and translate into action plan(s)

### Duties include:

1. Take minutes at meetings, both board and business including Town Hall meeting
2. Maintain a record of all minutes for the organization for a minimum of 7 years
3. E-mail minutes to board for review within 5 business days of meeting
4. Keep record of who gets the free conference for next year and work with Conference Planning Team concerning free registration logistics
5. Assist with correspondence related to NCAHQ business as needed
6. Oversee the One Drive Database for completeness and removal of outdated data as needed.
7. Participates in the development of the annual budget as well as the ongoing monitoring of resource consumption to ensure financial viability and long-term stability.
8. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ
9. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.