



Houston Area Nurse Practitioners Board of Directors Job Description:

General Expectations for All Board Members:

- All Board members must abide by HANP's bylaws.
- All Board members must sign a Board position contract upon acceptance of the position.

IV. Secretary:

The **Secretary** conducts the office in a manner in alignment with the goals of HANP. The Secretary is responsible for keeping the minutes for the Board of director (BOD) meetings and the September general meeting of HANP. Additionally, the Secretary may develop various internal communication tools. The secretary may work in collaboration with the Association Management Account Manager to accomplish his/her responsibilities.

The primary responsibilities of the Secretary are:

- Notify all Board members and organization members of meetings. Notice can be given via mail, telephone, text message or e-mail. It is strongly recommended that at least two weeks' notice be given.
- Maintain all organization records, including the financial reports, minutes from Board meetings, minutes from annual general meeting (September), and correspondence.
- Create an agenda in collaboration with the President for monthly and/or special meetings.
- Distribute meeting minutes to appropriate members within 10 days of meeting for review. BOD meeting minutes shall be posted on HANP's website after BOD approval.