****

**Chapter Secretary: Role Expectations**

Thank you for accepting the responsibility of the Chapter Secretary- this typically will begin a two-year term. The Secretary is responsible for maintaining the chapter member list, submitting chapter reports and distributing any chapter correspondences. This is a quick guide to help keep you and your chapter on track for a successful SUNA year!

**January through May**

* Review the role descriptions for each of the chapter officer positions
* Attend the Chapter m**eetings** with the outgoing and incoming chapter officers (may be face to face or via conference call) – Prior to the meeting assist President with meeting agenda and distribute the agenda to the chapter members
	+ At this meeting:
		- Take minutes
		- Help develop the initial chapter work plan (include goals for education and consider having goals for fundraising, Advocacy activities, Nephrology Nurses’ Week celebrations, Chapter Newsletters, Chapter Facebook Page, Chapter website…)
* Obtain contact information from all the chapter officers and complete an Introduction Letter and send out via mail, email.
* Assist with the Chapter Review Form (CRF) due **June 1st** each year
* Half way through the SUNA year…Assure that at least one **Education Meeting or Community Activity** has been completed or is scheduled.
* Coordinate with the President-elect to remind members about Awards and Scholarships that the Foundation offers. Most applications are due by **June 1st**.

**June through August**

* Summer is typically a slow time for SUNA chapters---Don’t lose your momentum!!
* July 4th – Send out a “Happy 4th of July” message to your members
* **Are you struggling…life has gotten in the way of your SUNA chapter officer duties?? DO NOT LET YOUR CHAPTER GO DOWN IN FLAMES! Contact your fellow officers and send out a SOS to your members!!**

**September through December**

* The uro**Logic** Conference is quickly approaching.
* Your year is almost over…Finish STRONG!!
* Find nominees for chapter officer positions (contemplate having 2 year terms for your officers: President Elect becomes President during his/her second year. Secretary, Treasurer and HPR – alternate years when these positions “rotate off”. Need to fill President Elect position and other officer positions as needed)
* Assist President Elect with elections for chapter officer positions – Voting deadline **(TBD by individual Chapters)**

**Ongoing Responsibilities:**

* Follow your chapter work plan, review and update at each meeting
* Recruit chapter members to help with chapter activities – be on the lookout for future leaders
* Balance work and fun! Plan informal get together to exchange ideas

**Things to remember**

* The year goes by FAST!! Don’t let it slip by.
* Create a calendar system to help you keep on track.
* Utilize all the SUNA tools…need something or have a question? There is most likely a tool created to help you and there is always the SUNA National office to help. You can also request membership applications, Journals, *Tinkles,* the SUNA mascot, to attend a meeting.
* Business meetings do not have to be super formal…do you work with fellow officers? If you discuss chapter business during a break in the action this can be counted as a business meeting.
* May 6th is National Nurses Day – send out a message to the chapter members via SUNA Connected
* Help plan activities for Urology Nurses’ week (November 1-7)
* Education meetings do not have to be full day events. Remember SUNA has the Fast Track Series as well as Journal articles.
* Be sure to orientate the incoming secretary. Review documents and timelines to ensure a smooth transition.
* If you are struggling to meet your volunteer responsibilities contact your fellow officers and the national office– we are here to help you SUCCEED!!