

**SECRETARY**

**Job Description**

* Maintain active membership in NASN/WSNA unified
* Promote mission and goals of WSNA
* Assure that governance is meeting the needs of members through self-assessment and strategic thinking
* Serve as parliamentarian to advise on matters of parliamentary procedure
* Prepare and send agenda (in consultation with the President) and meeting notice prior to each Executive Committee, Board of Director, and membership meetings
* Record and maintain minutes (what was done) of all meetings to include at a minimum:
  + the type and kind of meeting: i.e., executive committee, board of directors, regular, special
  + name of organization: WSNA
  + date/time/place of meeting
  + name of those in attendance and absent (do not need to include names of those persons not attending the annual conference)
  + establishment of a quorum
  + whether minutes of previous meeting were read and approved
  + all main motions with the name of the maker, secondary motions, and disposition of motions
  + substance of oral reports, including the name of speaker
  + recording of the name/title of all attachments
  + time of adjournment
  + name and signature of secretary/designee
* Attend all Executive Committee, Board of Directors, and membership meetings
* Maintain copies of all organizational documents in current format, including up-to-date bylaws and operating guidelines, making changes as approved by the Executive Committee, Board of Directors, and membership
* Upload minutes to the WSNA website in a timely manner
* Maintain current contact list of Executive Committee and Board of Directors
* Serve as historian and maintain important historical documents and artifacts
* Serve as member of the Media/PR Committee
* At end of term provide records and participate in the transition of Secretary duties to newly elected Secretary
* Perform other duties as may be required or assigned by the President