

**Greater Rochester Area
Finger Lakes Chapter AACN
2021-2023 Secretary Nomination form**

We are so excited that you are interested in joining the GRAFL board. Please read below and learn about your potential new role. Complete this form and send it back to us! Please reach out if you have questions - graflaacn@gmail.com

All members:

- Encourage growth of entire GRAFL membership: professionally and as a group
- Must be current national and local AACN member
- Collaborate with Board to plan for one event per year

Secretary (2 year term)

- Notify all board and chapter members of meetings. Notice can be given via mail, telephone, or e-mail.
- Receive and tabulate RSVPs and meal selections to meetings and Linkages.
- Maintain all chapter records, including the chapter charter, minutes from board meetings, chapter meetings and committee meeting, and correspondence.
- Work collaboratively with Treasurer, Web Master and Membership Coordinator to maintain financial & membership records.
- Distribute board, chapter, or committee meeting minutes to members prior to the next meeting.
- Helpful skills: Proficiency with Microsoft Office: Word, PowerPoint and Excel; Proficiency with email systems with the ability to forward information to members and accept RSVPs to meetings.

Complete the information below and submit this form with your resume or CV by 5/1/2021 Please send it to graflaacn@gmail.com

- ☐ **Name:**
- ☐ **Credentials:**
- ☐ **Current National AACN member? Y/N**
- ☐ **Current GRAFL-AACN member? Y/N**
- ☐ **Current position:**
- ☐ **How long in current position?**
- ☐ **Institution:**

- 1. Why are you interested in this role?**
- 2. What qualities and experience would you bring to this role?**
- 3. Name and contact information of one reference person:**