



## **Secretary Job Description**

### **Purpose:**

1. To provide leadership for the Association that is accordance with the Mission Statement
2. To encourage communication between ASNA and the school nurses in the State
3. To promote membership in NASN and ASNA
4. To work with and support the President in the work of the Association

### **Requirements:**

1. Only Active participating members may serve as Seceretary of ASNA
2. Shall serve for a two year term or until their successors are elected and installed with the elections being held in an odd year

### **Responsibilities:**

1. Attend and keep minutes of all the proceedings of all meetings of the association
2. Serve as chairperson of the by-laws committee.
3. Create and keep Facebook page up-to-date
4. Perform such other duties as may be required or assigned.