New Hampshire Nurses Association  
Volunteer Position Description

Position Title: Secretary, Board of Directors
Responsible To: President, Board of Directors
Staff Liaison: Executive Director

Position Description:
1. Assure maintenance of the minutes of all meetings of the Executive Committee and the Board of Directors.
2. Assure preservation of all records of the Association pursuant to the document retention policy.
3. Assure Notification of all officers and committee members of their election or appointment is completed within one week of the close of the election process.
4. Assure mailing notification to the secretary of the American Nurses Association the names and addresses of all officers of the New Hampshire Nurses Association immediately after their election and as updated.
5. Assure record keeping in office containing the names and addresses of all persons who are Board members of NHNA.
6. Assure maintenance of an accurate record of the names and addresses of all members of this Association.
7. Assure mailing to the headquarters office of the American Nurses Association within 30 days after final adoption, complete and up-to-date copies of all amendments to the Bylaws and Articles of Incorporation of the New Hampshire Nurses Association.
8. Submit the meeting minutes within two weeks of each Board meeting.
9. Positively promote NHNA activities.
10. Support NHNA whenever possible and assist to facilitate connections with corporate sponsors for major fundraising events.

Time Required:
1. Attendance at Board of Directors meetings and Executive Committee meetings.
2. Participate in major NHNA functions and events.
3. Two years availability.

Training Required: In depth knowledge of NHNA mission, policies and procedures.

In-Service Training Provided:
1. Orientation meeting.
2. Ongoing training at Board meetings as needed.
3. Electronic communications from NHNA as needed.
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**Qualification and Special Skills Needed:**
1. Knowledge of NHNA vision, mission, policies, procedures and bylaws.
2. Good communication and team building skills.
3. Good recording skills.
4. Dedication to the goals and success of NHNA.
5. Knowledge about community resources.

**Time Commitment:** Approximately 10-12 hours per month

**Evaluation:** Annual, based on meeting attendance, leadership exhibited and level of participation in association activities.