**Indiana Association of Nurse Anesthetists Policy**

Title: **Job Description: Secretary**

Date board approved:

Date reviewed:

**INANA Secretary**

The Secretary shall serve for a term of two years but shall not be elected for more than two consecutive terms as Secretary. The Secretary shall give notice for and keep minutes of the Executive Committee, Board and Membership meetings.

Qualifications: No prior experience necessary. Prior service on INANA committees preferred.

Duties:

* Attend all Board of Directors meetings.
* Attend Membership Meetings held in the spring and fall of each year.
* Attend, when able, at least one AANA Meeting (Annual, Mid-Year Assembly, Academy)
* The Secretary ensures Board, Executive, and Membership meeting minutes are completed and distribute to the Board members, Committee Chairpersons, and membership as directed by the By-Laws and Administrative Manual.
* The Secretary ensures the Association maintains a current membership list and database (May be delegated to Executive Director).
* Fulfill responsibilities as delegated by the INANA Strategic Plan.
* The Secretary will assure a fair election process.
* The Secretary will assure that the Administrative Manual is complete, including Articles of Incorporation, bylaws, board policy, and a roster of Board and Committee members and their terms of office.
* The Secretary ensures the AANA Executive office annually receives the names and addresses of the officers and directors on commencement of their terms, the names and addresses of Committee Chairs after their appointments, and a copy of the current By-laws whenever amended (Done with assistance of Executive Director).

Time commitment:

The Board meets quarterly in the fall, winter, spring and summer. Meetings last 4 to 6 hours. The Fall and Spring Board meetings are held in conjunction with the INANA meetings and last 1-2 hours. The Winter and Summer Board meeting are held on a Saturday and last 4 to 6 hours.

Eligible to attend AANA Annual Meeting, Mid-Year Assembly, Leadership Academy, and Assembly of School Faculty meetings