

AAOHN Secretary

General Responsibilities

The Secretary is responsible for the integrity of the Board's documents. He/She ensures that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, proposes policies and practices concerning Board decisions, submits various reports to the board, fulfills requirements of a Director and Officer, and performs other duties as needed.

Eligibility

According to the bylaws, the Secretary shall have served a minimum of two (2) years as a Director within the proceeding five (5) years.

Accountability

The Secretary is accountable to the Members, the Board of Directors, and as otherwise required by the Bylaws.

Specific Duties

Minutes

The secretary is responsible for ensuring that accurate minutes of meetings are recorded and approved by the Board. At a minimum, the minutes must include:

- date, time, location of meeting;
- list of those present and absent;
- summary of discussions;
- list of reports presented;
- exact wording of motions made and the disposition of motion
- exact wording of votes taken
- actions taken, and items remaining open to resolve at another time
- name of persons agreeing to be responsible for follow-up actions
- time of adjournment, date and location of next meeting

The Secretary uses the minutes taken to ensure accuracy of the minutes taken by staff. Staff sends the Secretary a draft copy of minutes from Board meetings for editing prior to bringing the minutes to the Board.

Staff provides copies of meeting documents to the Board.

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records. This is done electronically for AAOHN.

Board Roll call at meetings

The Secretary calls the roll and informs the President whether a quorum is present.

Recordkeeping and Archives

The association staff maintains all permanent records, documents and correspondence of the organization. The official records of the organization must be maintained in accordance with the AAOHN Records Retention Guidelines.

Bylaws

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings. This is accomplished by using an electronic common drive .

Communication

The Secretary ensures that proper notification is provided to for directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

Meetings

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President and President-Elect, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above.

The Secretary tracks excused and unexcused absences by Board members at Board meetings, and informs Board members of violations in the Board attendance policy.

Annual Meeting of the Membership

During the Annual Meeting, the Secretary performs the following:

- Delivers the credential report with of the number of members present and the states represented at the meeting and declares whether a quorum is present or not. These numbers are provided to the Secretary by a staff member monitoring access at the door.
- Reads the standing rules of the meeting; staff provides a copy for this purpose.
- Informs members present that the minutes of the previous meeting were reviewed by the Board and the outcome of that review.
- Informs members present that the minutes of the previous meeting are provided in the meeting packet.
- Conducts the rollcall of states and countries; staff provides a list of states and countries with international members for this purpose.
- Reads an excerpt of the minutes, if required.
- Reads an excerpt of the AAOHN bylaws if necessary.