Office of Secretary (office maybe combined with treasurer)

Term of Office: two years, elected by CISGNA membership, no restriction on consecutive terms served.

Duties:

1. As needed serve as resource person to Committee Chairpersons, Volunteers and members.

2. Compile minutes of all CISGNA mmettings, utilizing recordings and written notes from the meetings.

3. Preserve minutes, along with any other records, correspondence and archives in a permanent folder. May archive on Regional computer or website. This folder will be given to the succeeding CISGNA Secretary following completion of the fall business meeting minutes.

4. With direction from the President, update the CISGNA Executive Board Manual commissions and policies as needed. Distribute revised forms to the Executive Board to replace outdated forms.

5. Submit written reports to the CISGNA President, Executive Board members and others as follows:

* To the President, a copy of the minutes within one month following CISGNA fall and Spring Business Meeting.
* To the President and Executive Board members a copy of the minutes within one month following each Executive Board meeting.
* If needed, to the President, a copy of the minutes to be included in the syllabus for the next business meeting.
* Agenda items for the spring and fall business meetings to be submitted to the President one month prior to the meetings.
* Reports as requested for the CISGNA Newsletter, Scope Scoop.
* Other reports as requested.

6. Submit names of potential, future CISGNA leaders to the Executive Board.

7. Annually attend a minimum of 2-3 Executive Board Meetings and the CISGNA Spring and Fall business meetings. Should an emergency prevent attendance at an Executive Board meeting the President should be notified.

Benefits:

1. Yearly SGNA membership dues paid

2. Yearly Education Allowance, $500

Reviewed: Jun 6, 2010