

1. Responsibilities

The secretary is the official record keeper of your organization. The secretary often acts as an information and reference point for other officers and members and maintains vital organization records. Secretaries should understand the important role they play in compliance, maintaining legal requirements, and ensuring a well-informed membership.

The secretary should also be familiar with the bylaws, policies, procedures, and officer descriptions of the state council or chapter, as well as the *ENA Bylaws*, *ENA Procedures (Compliance and Operational Procedures)*, *ENA Strategic Plan*, *ENA Public Policy*, and *ENA Policies*.

If serving in the dual role of secretary/treasurer, the secretary should also study the *Treasurer's Manual* to fully understand and be prepared prior to beginning your term as secretary/treasurer.

MANAGEMENT

- Make sure notice of meetings are distributed/posted on time
- Prepare the agendas for the president to use at meetings and keep track of items that were postponed or committees that have reports
- Prepare meeting minutes and distribute to the board of directors
- During meetings:
 - » Take roll call for attendance and for votes as needed
 - » Acknowledge guests present
 - » Read motions prior to voting, if requested by the presiding officer
 - » Record each motion and its outcome for the minutes
 - » Create and manage an action list that includes actions to be taken, when, and by whom
- Manage member correspondence
- Adhere to ENA brand and style guidelines
- Prepare reports on strategic plan status and project status to the board of directors
- Maintain organization's historical records
- Transition organization's records (to incoming/from outgoing)
- Assist in the completion of your state council's annual report due on January 31
- Partner with officers to ensure necessary bylaws, policies, and procedures are in place and are current
- Help review and access member data via the Online Management System

*TIP

Many secretaries manage the newsletter of the state council or chapter. Asking for volunteers to write articles or work with web content is a great opportunity to engage new members or non-officers in the work of your organization.

PLANNING

- Participate in the strategic planning process
- Participate in the budget planning process

OUTCOMES

- Sustain and increase member communications
- Maintain accurate and up-to-date records and ensure transition to new leaders
- Engage new members into the organization and encourage their active participation
- Develop leaders and recruit first-time volunteers and officers to create a strong leadership pipeline for after your term is complete

Qualifications

Secretaries must meet and maintain the following qualifications:

- Have a current ENA membership
- Hold a current registered nurse licensure
- Be an active participant at the state and/or chapter level

Term of Office

The secretary shall serve for a term of one calendar year, January 1 through December 31, unless otherwise stated in state council or chapter bylaws.

***TIP**

Consider using a cloud-based file sharing site, such as Dropbox, for the storage and transfer of files. Electronic files are recommended as it may be hard to transfer a box of paper files to the next officer who lives miles away.