

**SOUTH DAKOTA ORGANIZATION OF NURSE EXECUTIVES (SDONE)
JOB DESCRIPTION
SECRETARY**

Qualifications:

The Secretary shall be elected from the SDONE membership. The term served shall be a two-year term, rotating on the even years. The Secretary shall be a member of the Board and shall attend all Board meetings. The Secretary shall be a member of the American Organization of Nurse Executives (AONE).

Goal:

To record and maintain all records for the Board and Business meetings for SDONE.

Duties and Responsibilities:

1. The Secretary records and transcribes minutes of all SDONE Business and Board meetings.
2. Provides a copy of all SDONE Business and Executive Board minutes to the board members. Provides minutes from the annual meeting to the general membership within 30 days following the meetings(s).
3. Copies of Responsibilities and Duties of the Executive Board members shall be kept with the Secretary. The Secretary will provide a copy to newly-elected officers and committee chairpersons following the election and will maintain current records;, Board minutes for the last meeting, job description and link to the SDONE web site.
4. The Secretary will conduct roll call and declare a quorum at the general business meetings.
5. The Secretary will be responsible for all email communication to the membership and other correspondence as directed by the Board.

Reviewed: September 1989
 September 1995
 January 2002

Revised: March 1992
 February 1993
 September 1996
 July 1997
 April 2000
 May 2005
 July 2009
 September 2012