

Position title	<i>Secretary</i>
Reports to	<i>Board of Directors</i>

Job purpose

- The Secretary works collaboratively with the Board of Directors to focus on the core purposes of the Ohio Association of Advanced Practice Nurses (OAAPN) to achieve its long-term vision. Areas of focus include:
 - Supporting professional development
 - Participating in implementation and monitoring of legislation
 - Obtaining fair and equitable reimbursement for APRNs
 - Fostering collegial and collaborative relationships with other health care professionals
 - Promoting quality, affordable and accessible healthcare for all Ohioans.

Duties and responsibilities

- Collaborate with the OAAPN Board of Directors to ensure that the budget, members and priorities are aligned with the long-term vision of the organization.
- Communicate with consultants to the organization.
- Cultivates a strong and transparent working relationship with the Board of Directors and ensures open communication amongst the members.
- Serve as the committee chair for the Membership committee. This committee is charged with the responsibility of increasing membership and providing information for our members in order to meet the long-term vision.
- Serve as the committee chair for Member Practice Questions. This committee is charged with answering the practice questions that come in to the organization from the members.
- Ensures OAAPN policies are reviewed every two years
- Creates monthly update newsletter that is sent to all regional directors and chapter leaders

Qualifications

- Valid APRN license with Ohio Board of Nursing
- OAAPN member in good standing
- A recommended minimum of one year on the OAAPN Board of Directors
- This position is a three year term
- Ability to communicate effectively with others
- Outstanding leadership skills
- Strong commitment to the professional development of the OAAPN Board of Directors and its members

Working conditions

- The Secretary will not receive any compensation for their services but may be reimbursed for expenses as determined through policies of the Board of Directors in advance.
- Expected to attend the Board of Directors meeting which occur three times per year as well as state OAAPN conference each year.
- Will be required to sign and must agree to comply with the conflict of interest and confidentiality policies of the organization

Approved by:	<i>OAAPN Board of Directors</i>
Date Revised:	<i>July 2018</i>
Reviewed:	