Position: Secretary
Term: 2020-2022

Duties:

1. **Duty of Care**
   a. Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances. This may require a reasonable understanding of relevant legislation and jurisprudence.
   b. Requires that the Board act in good faith, participate in meetings, be prepared (e.g., read reports), ask questions when necessary (e.g., voice, clearly and explicitly, at the time a decision is being taken, any opposition to a decision being considered by the Board for the benefit of the Board to make a decision guided by all points of view from all members of the Board), exercise independent judgment.
   c. Work cooperatively with the staff of the Association on committees or task forces of the Board.
   d. Know and respect the distinction in the roles of Board and staff consistent with the principles underlying approved governance policies.
   e. Allows the Board to rely on advice of third parties (e.g., attorneys, accountants).

2. **Duty of Loyalty**
   a. Act with honesty and in good faith in what the Board member reasonably believes to be the best interests of the Association.
   b. Maintain solidarity with fellow Board members in support of a decision that has been made in good faith, in a legally constituted meeting, by Board members in reasonably full possession of the facts.
   c. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Association's bylaws and policies and statutory requirements.
   d. Maintain confidentiality of Board discussions.

3. **Duty of Obedience**
   a. Be informed of the articles of the Association (or letters patent), the legislation under which the Association exists, and the Association's bylaws, mission, values, code of conduct, and policies as they pertain to the duties of a Board member.
   b. Keep generally informed about the activities of the Association, the community issues that affect the Association, and general trends in the business in which the Association operates.
   c. Attend Board meetings, serve on committees of the Board and contribute
from personal, professional and life experience to the work of the Board.

**General Responsibilities:**

1. Custodian of corporate documents and APSNA Brand.
2. Reviews the business of each Board of Directors (BOD) meeting (in person and teleconference) in the form of written minutes transcribed by the contracted transcriptionist.
3. Assists President and BOD in collating and organizing the Annual Business Meeting presentation to the membership.
4. Attends and participates in annual BOD Meetings (Annual Conference: Pre- and Post-Conference, Business), Annual *Journal of Pediatric Surgical Nursing* (JPSN) Publisher Meeting, the Fall BOD Meeting and any teleconferences to conduct the business of the organization. Presents a short report to the membership at the annual business meeting.
5. Serves as liaison between BOD members and Web Administrator to maintain the APSNA website, meet information systems needs, and facilitate website modifications.
6. Serves as liaison for transcriptionist and website reviewer
7. Responsible for the coordination of the *News You Can Use (NYCU)* publication, the official e-newsletter of the organization. Reviews and approves all NYCU before Web Administrator bulk emails the membership.
8. Responsible for writing the “Our History” in the “About Us” Section of the Website annually.
9. Is an active participant of the Educational Content Advisory Group (ECAG) meetings. The ECAG consists of Director of Education, Director of Program, Secretary, and Director of Practice and Quality (DPQ).
10. Updates and maintains Organizational Chart of the BOD in collaboration with the President.
11. Updates and maintains BOD contact list.
12. Teleconference calls and BOD calendar: assists in the coordination of teleconference calls and management of BOD calendar. Remains available to the President, or other BOD members, and membership for any correspondence issues.
13. Keeps track of website’s “Calendar of Events” and forwards to the Web Administrator for posting.
14. Schedules all teleconferences on online platform
15. Works with the Director of Practice and Quality (DPQ), Director of Education, and President to review all the website content and for ideas, collaborations, cross-promotion, inter-rater reliability, etc. Uses Google Analytics (received monthly from Web Administrator) to monitor usage and provide data for website revision discussions.
17. Troubleshoots questions with Web Administrator regarding Membership and Board of Directors (BOD) BOD Group Emails (and Member APSNA Forum as indicated).
18. Ability to function well in a team setting; build constructive working relationships characterized by a high level of acceptance, cooperation, flexibility, compromise and mutual respect.

19. Possess a basic understanding of fundraising responsibilities:
   a. Define or clarify the mission
   b. Support organizational sustainability
   c. Identify strong leadership
   d. Approve adequate budgets
   e. Plan for the future of the organization
   f. Be familiar with the overall fundraising plan
   g. Participate in the fundraising process

20. In keeping with the fiduciary responsibilities of the BOD, understands and approves the budget. Participates in preparing assigned budget items. Reads all information provided regarding the activities of the Investment Committee and stays up to date on current events.

21. Other duties as delegated by the President.

Qualifications & Skills:
1. Sound organizational skills within the realm of information systems that include, but are not limited to, planning and attention to detail, ranging from:
   a. Having accurate, and updated BOD contact information readily available.
   b. Clear, comprehensive written and oral communication skills
   c. Working knowledge and proficiency in the following software programs: Microsoft Excel and Word, Power Point and Adobe® Acrobat (to convert Word documents to PDF format).
   d. Understanding the importance of accurate record keeping and sensitivity to organizational issues that require special attention and treatment of written documents.
   e. Strong computer skills that include:
      i. Formatting, uploading, and downloading documents
      ii. Organization of electronic records
      iii. Ability to retrieve and name files
      iv. Formatting of meeting minutes
      v. Working knowledge of how to run and organize meetings

2. Understands parliamentary procedure as outlined in organizational policy.

3. Ability to respond to web/email requests within 24-48 business hours.

Mentoring: All BOD Members have a mandatory mentorship year – per the Mentoring and Succession Planning Policy

Time Commitment: Willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated. This includes an average of 20 or more personal hours per month of administrative time working on APSNA-related projects. This time commitment is conservative and with particular BOD positions can be as high as 20-25 hours per week, especially at specific times of the year such as preparing for conference.

Evaluation: Board member’s effectiveness will be assessed per Board Self-Assessment Policy