

Subject	<b>Job Description – Secretary</b>
Section	Job Description
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# Secretary

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**Term of Office:** Two (2) years. The secretary is elected in an even year, and is eligible to serve two consecutive terms of office.

**Responsible to:** Board of Directors and Membership

**Purpose:** Accountable for record keeping and reporting of meetings of the Board of Directors, Finance Committee and House of Delegates. Has corporate and fiduciary responsibility for the corporation. Serves as the agent for the House of Delegates; Article IV. 1. of the ONA Bylaws.

**Responsibilities:**

- Fulfills Board of Directors responsibilities as identified in Article V. 3. 9. and 10 of the ONA Bylaws.
- Shall be accountable for record keeping and reporting of meetings of the Board of Directors, Finance Committee and House of Delegates.
- Shall function as a member of the Executive Committee, Finance Committee, and Pension Trustees.
- Shall serve as chair of the Action Reports Committee.
- Shall schedule meetings of the Action Reports Committee and review submitted Action Reports to be forwarded to the Board of Directors.
- Shall review emergency resolutions submitted during the House of Delegates.
- Acts as facilitator of motions drafted at Board meetings by Board members, making sure of clarity and sentence structure. If there is an intent statement, it should be made a part of the motion.
- Records the seconder of motions and keeps track of motion numbers.
- Upon receipt of minutes from Administrative Assistant, reviews promptly and calls in any additions/corrections in order that the minutes can be distributed to Board members in a timely fashion.
- Have email contact capability.
- Expected to attend ONA functions, such as, ONA's House of Delegates (two to three days in even years), Nurse Lobby Day (one day in odd years).
- Will occasionally be expected to respond to member e-mails, act as a liaison to another body, participate on a job action, serve as a representative to another group, and reach out to other leaders or emerging leaders.
- Expected to actively engage in membership promotion and recruitment in their facilities and in their roles as representatives and liaisons.
- Expected to participate in ONA's political efforts, such as, canvassing or phone banking on behalf of candidates or initiatives ONA has endorsed.

## **Secondary Responsibilities**

- Publically support Board decisions and advocate for Board initiatives, even those decisions/initiatives that member disagreed with.
- Support the interests of ONA's vision, mission, and strategic plan.
- Identify and recruit new leaders to participate in ONA.
- Mentor emerging leaders on the role of the Board and ONA's vision, mission, and strategic plan.
- Recognize the value of successorship in establishing an engaged membership.

## **Time Commitment:**

- Approximately 10 hours/week during weeks of Finance Committee meetings.
- Approximately 16-24 hours/week during week of quarterly Board of Directors meetings.
- Travel time to meetings (dependent on individuals).
- Board subcommittees and work groups may meet monthly between Board meetings. Meetings of approximately two hours in length in addition to travel time.
- Phone accessibility to be reached at home or at work.
- Miscellaneous telephone availability to set up meetings and conference in preparation for various committee meetings.
- One half to one hour each week for review of Friday mailing and other mailed materials.
- Attendance at bi-annual Lobby Day, annual meeting/convention.
- Assigned duties at the annual meetings hosting breakout sessions, presenting forums, networking with members.

## **Required Qualifications and Restrictions:**

Members have the following additional requirements and restrictions to run for, be appointed to or serve on the ONA Board of Directors:

1. Members must be an ONA member in good standing at the time of nomination or appointment and for two (2) years immediately preceding the call for nominations or appointment.
2. An employee of ONA is eligible to be a candidate two (2) years after resignation from the staff position when candidacy is declared.
3. Supervisors of ONA-represented nurses, or management personnel of employers of ONA represented nurses, who have an inherent conflict of interest with the interests and duties of staff nurses represented by ONA, as determined under applicable labor laws and/or the application, custom and practices under ONA collective bargaining agreements, will not be eligible to be a candidate for, or elected or appointed to, or serve as a member of the ONA Board of Directors.
4. Supervisors or management personnel of a unit ONA is actively organizing, who have an inherent conflict of interest with the interests and duties of staff nurses represented by ONA, as determined under applicable labor laws and/or the application, custom and practices under ONA collective bargaining agreements, will not be eligible to be a candidate for, or elected or appointed to, or serve as a member of the ONA Board of Directors.

## **Recommended Qualifications:**

- Knowledge of local nursing work and policy issues and previous involvement in local constituent association in leadership position.
- Knowledge of, and participation on ONA state structural unit preferred (i.e., Cabinet, ONPAC/ NU-PAC, Bylaws Committee or constituent association leadership).
- Previous experience as a constituent or state association Board of Directors preferred.
- Experience as ONA delegate.

**Member Support:**

- All Board members are reimbursed for travel, lodging, meals and child care associated with meeting attendance or representation of ONA. Mileage is reimbursed at the IRS rate. The child care/pet care reimbursement rate is \$100 per day.