



APHON Quick Fact Sheet for Elected Positions:

Secretary

Purpose/Time Commitment	Responsibilities	Qualifications
<p><u>Purpose:</u> Reviews minutes of board meetings and general membership meetings.</p> <p><u>Length of term:</u> 3 years</p> <p><u>Hours per month:</u> 1-4 hours per month</p> <p><u>Meetings per year:</u></p> <ul style="list-style-type: none"> • 2 -in-person board meetings per year, and attendance at the annual membership meeting. All travel expenses will be paid by APHON for meetings not held at annual conference; a complimentary registration will be provided for the annual conference and an allowance will be provided to cover annual conference related travel expenses. • Up to five virtual Board meetings as needed throughout the year. • Attend assigned committee meetings that may meet virtually on a bi-monthly basis. 	<ul style="list-style-type: none"> • Facilitates minute taking at board and membership meetings • Reviews and distributes meeting minutes at board and membership meetings • Submits reports of board and membership meetings to newsletter 	<ul style="list-style-type: none"> • Continuous member of APHON national for last 4 years • Demonstrated leadership experience within APHON national, an APHON local chapter, ONCC, or other nationally recognized nursing organization – may include board member, committee chair, project leader, local chapter president or officer • History of consistent meeting attendance and successful work outcomes at meetings applicable to previous nursing leadership role • Recommendation from APHON member in leadership position that candidate has reported to (if no prior APHON leadership experience, may substitute recommendation from leader of other nationally recognized nursing organization that candidate has reported to) • Strong collaboration/relationship building skills