

**Northeast Pediatric Cardiology Nurses Association
P.O. Box 261 Brookline, MA 02446**

Role and Responsibilities of the Secretary

ROLE

The Secretary of the Association will be responsible for the maintenance of all official correspondence and records of the Association. The Secretary will hold membership on the Board of Directors and the Program Committee. Additional related duties will include procurement and maintenance of the Association P.O. Box, maintain the membership and committee rosters, issue membership renewal notices and serve as registrar for the annual educational meeting. Other duties are at the discretion of the President of the Association.

TIME EXPENDITURE

WEEKLY:

1. Attend to the correspondence of the Association
 - a. Maintain frequent communication with the webmaster of the NPCNA website to obtain and respond to electronic mail. Forward correspondence/ inquiries to the appropriate BOD member, or Committee Chairpersons as needed.

ANNUAL BOD / PROGRAM COMMITTEE MEETING:

1. Attend Board of Directors meeting, maintain minutes and present membership report
 - a. Distribute updated committee rosters, new member list, and non-renewal list to the BOD.
2. Attend the Program Committee Planning meetings

ANNUAL PROGRAM RELATED DUTIES:

1. In conjunction with the Program Chair Assume responsibility for the distribution of the preliminary and final program flyers.
2. Serve as Program Registrar:
 - a. Compile and maintain the Program registration list, provide the Participant ID badges, and packet labels (if requested by the Chairperson).
 - b. Maintain list of monies received and sent to the Treasurer.
 - c. Advises the President, Program Chair and the Treasurer of the total number of registrants at 4 weeks, 2 weeks, and 1 week before the conference date.
 - d. Manage Registration Desk at the Annual Meeting
 - e. Prepare and forward final Master Registration list following the Annual Meeting to the President and Program Chairperson

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ANNUALLY MEMBERSHIP /SCHOLARSHIP RELATED DUTIES:

1. Prepare and distribute **Membership Renewal** letters by the second week in January.
 - a. March 1st prepare and send 2nd Notice renewal letters to members who have not renewed
2. Send membership letters and card to members in a timely manner
3. Compile annual membership list, update and review the Liaison list
4. Provide BOD, Committee Chairs and Liaison Coordinator updated/amended listing.
5. Revise Membership Application, renewal letters, Membership Card and letters as needed
6. Distribute the **Annual Scholarship Form** to members following revision of the Form by the Past President. The BOD will determine the amount of monies to be distributed annually.

MISCELLANEOUS DUTIES:

Maintain supply of NPCNA letterhead stationery, membership cards and distribute to BOD members as needed...

Revised January 2004 JE, DM, MLM

October 2007 MLM