



## RUM RIVER CHAPTER AACN

### Job Description

Title: SECRETARY/MEMBERSHIP CHAIR

2 year term – ELECTED OFFICE

#### Responsibilities:

1. Records minutes at all Board meetings and submit within two weeks to Board members.
2. Records minutes at all chapter meetings and submit within two weeks to Newsletter Editor and Webmaster.
3. Informs Newsletter Editor and Webmaster of new member names.
4. Maintains a supply of chapter stationery, cards, and envelopes.
5. Assists Webmaster in securing official chapter papers for scanning into secure area of chapter website.
6. Maintain active chapter membership.
  - a. Ensures that local chapter members are also national members.
  - b. Sends out membership renewal notices.
  - c. Maintains a current list of members and tracks memberships that are sixty (60) days past annual renewal date, at which time the membership expires.
  - d. Supplies new member information pamphlet.
7. Maintains information on the 7 categories of membership available to chapter members in accordance with the AACN bylaws: Active, Emeritus, Student, International, Lifetime, Honorary, and Affiliate
8. Provides National AACN office with list of new officers by June 1<sup>st</sup> of each year.
9. Maintains a supply of national and local brochures.
10. Assist with registration at all chapter educational meetings, including the annual Nursing Congress
11. Attend all Board meetings and act as voting member

Revision/Review Dates: 8/07; 5/09; 9/09; 8/10

Board Approved: 8/2010