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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Secretary | No. | Page 1 of 1 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Purpose**

To ensure concise, accurate minutes of the formal and informal meetings of ICPAN, Inc. in a timely manner.

**Roles and Responsibilities**

The Secretary shall:

Maintain permanent corporate records in perpetuity including :

* Letter of Incorporation
* Bylaws
* IRS Determination Letter
* All minutes of meetings from Board, GAC and BGM
* Tax filings

Be a member of the ICPAN, Inc. Board of Directors and other committees as designated is this statement necessary – Secretary will automatically be a member of the Board of Directors

Attend ICPAN , Inc. biennial conference and general meeting(s) Again – is this necessary – Secretary would automatically attend

Take, record and distribute minutes from meetings of the ICPAN, Inc. Board of Directors and the Global Advisory Committee in a timely manner should the Secretary also be responsible for minuting the GAC meetings - too onerous? GAC should elect their own minute recorder – they could then be sent onto Secretary for filing? Depends how we view the GAC – I see it as a more informal group – I don’t think the formality of the Board meetings with agenda format is necessary for GAC meetings [but we do need a record of what occurs]

Record and file approved and signed minutes of meetings of the Board of Directors

With the exception of the Financial Rrecords, keep all correspondence and records of the organization

Submit required documentation to maintain governance as set out under the State of Delaware, USA and status as a tax exempt corporation under Section 501(c)(3) of the Internal Revenue Code, USA

Coordinates and communicates meeting dates and times in consultation with the Board Chair

Organizes the general meeting(s), prepares for distribution at the general meeting(s) an agenda, all committee reports, minutes from the previous general meeting

Maintains up-to-date contact list of current Board Members

Is the Secretary also responsible for maintaining list of tenure of office of Board Members so we know when they are due to step down?