|  |  |  |  |
| --- | --- | --- | --- |
| 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 the International Collaboration of PeriAnaesthesia Nurses, Inc. (ICPAN, Inc.) and the Global Advisory Council (GAC).

To coordinate and communicate the ICPAN, Inc. meetings of the Board of Directors and Global Advisory Council, recording discussion and decisions for the official records of ICPAN Inc.

**Responsibilities:**

* Maintains permanent corporate records in perpetuity including:
  + Letter of Incorporation, Bylaws, Internal Revenue Service Determination Letter, Minutes from ICPAN, Inc. Board of Directors, GAC and Biennial General Meeting (BGM) and Tax filings
* Attends ICPAN Board of Director and Global Advisory Council meetings in person or online
* Coordinates and communicates meeting dates and times in consultation with the Board Chair and the Chair of the GAC as directed
* Coordinates and distributes Agenda prior to meetings of Board of Directors and Global Advisory Council
* Records and distributes minutes from meetings of the ICPAN, Inc. Board of Directors and the GAC in a timely manner
* Files and maintains approved and signed minutes of meetings of the ICPAN, Inc. Board of Directors and the GAC
* Updates contact list of current ICPAN, Inc. Board Members
* Writes policies and procedures as directed by the Chair of the Board of Directors
* Attends ICPAN , Inc. biennial conference and general meeting(s) in person

|  |  |  |  |
| --- | --- | --- | --- |
| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Secretary | No. | Page 2 of 2 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Responsibilities :**

**Biennial General Meeting (BGM)**

* In consultation with the Board of Directors, organizes the general meeting(s), notifies the members of date, location and time of the BGM, prepares an agenda for distribution including Committee Reports, Chair’s Report and Minutes from the previous BGM
* Ensures procedures for election of officers are followed
* Submits signed Minutes by Secretary and Chair as required to legal offices to ensure continuance of governance

**Term of Office:**

Serves for a two year term of office