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

**Responsibilities**

* Maintains permanent corporate records in perpetuity including Letter of Incorporation, Bylaws, InternaI 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 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
* 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 Board of Directors and the GAC
* Update contact list of current Board Members
* Writes policies and procedures as directed by the Chair of the Board of Directors
* With the exception of the Financial Records, keeps all correspondence and records of the organization
* In consultation with the Treasurer, ensures required documentation is submitted 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 Service, USA
* Attends ICPAN , Inc. biennial conference and general meeting(s) in person
* Organizes the general meeting(s), prepares an agenda for distribution at the general meeting(s)including all committee reports, Chair’s report and minutes from the previous general meeting