



# Roles and Responsibilities

## CNA Board of Directors

### Secretary

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#### **SUMMARY:**

Ensures that records of all Annual Membership Meeting, Board of Directors and Executive Committee. Serves on the Board of Directors and the Executive Committee. May chair or serve on one or more board committees and performs special functions as assigned.

#### **SPECIFIC RESPONSIBILITIES:**

The following responsibilities are in addition to those of Board member:

1. Serves as a member of the Board of Directors and the Executive Committee and, with other members of the Executive Committee.
2. Ascertains that accurate records are maintained for all meetings of the Board of Directors and the Executive Committee and attests minutes. May edit motions for the sake of clarity, advising board members of the changes.
3. Tracks motions made during meeting. Keeps CNA president apprised with list of members wishing to speak during a meeting.
4. Records all actions taken in consultation meetings with the CNA Executive Director and ensures that action is included in the Executive Session minutes.
5. Ensures that copies of the minutes of each meeting are provided to the president, other officers, and directors.
6. Signs bank resolutions, minutes, board operating policies and other documentation as required using the CNA official seal.
7. Attends the Annual Membership Meeting and special meetings as directed by the president. Presents motions to the Annual Membership Meeting concerning perfunctory matters.
8. Represents the association as requested by the president.



**TERM OF OFFICE:**

Elected by the Members for a two-year term; may not serve more than two consecutive terms in the same office or more than eight consecutive years on the Board of Directors.

**QUALIFICATIONS:**

Must hold current CNA membership

**TIME COMMITMENT:**

The following is an estimate of time spent in fulfilling the duties of this office:

- 1 day, 12 times a year for Board of Directors meetings and possible committee meetings in conjunction with the board meetings;
- 1day for the Annual Membership Meeting and pre- and post-Board of Directors meetings;
- average of 2-3 hours per week reading materials and board reports from CNA;
- 2-3 days per year dependent upon service on other committees and boards.