

2.7 – Role of Secretary	Original Date/Revisions	09/2013; 03/2015; 07/2017; 01/2020; 06/2021; 04/2023
	Policy Group:	Board of Directors
	Next Review:	04/2025
Purpose:	Define the role of the SPN Secretary.	
Policy:	The SPN Secretary serves as a member of the Board of Directors and is elected by the membership as stated in the bylaws.	
Guidelines:		
<ol style="list-style-type: none"> 1. Assures accurate recording of the minutes and meeting summary of all Board of Director (BOD) meetings, Annual Business Meeting and conference calls. 2. Calls roll at the Board meetings and during conference calls to document a quorum. 3. Serves as a member of the Executive Finance and Executive Committees. 4. Serves as Board Liaison to the SPN e-News Editor. 5. When requested, assists the President in preparing agendas for the Board meetings. 6. Advises the Board of proper parliamentary procedure in accordance with <i>Robert’s Rules of Order</i>, when needed. 7. Reviews and works with the National Office to ensure all policies are kept up to date and reviewed on a set schedule. Serves as Chairperson of the Bylaws and Policies task force, when applicable. 8. Serves as liaison to <i>Journal of Pediatric Nursing</i> editors (clinical and column editors) and: <ol style="list-style-type: none"> a. Contributes in the solicitation of articles, as needed. b. Maintains the JPN Editorial calendar. Sends out quarterly updates to the calendar. 9. Completes other duties as assigned by the President and Board. 10. Assumes responsibilities as designated in Policy 2.1. 		