



Board of Directors Job Description

Secretary

Eligibility: AAPPN Voting Members (Clinical and Retired Members)

Term: Two years, beginning January 1 after the election by AAPPN membership or by appointment.

Time Commitment: Approximately four hours per month.

Attendance Responsibilities:

Occurrence:

- | | |
|--|----------------|
| • Board of Directors meetings (by Zoom) | 4-5 times/year |
| • Leadership Retreat | Once/year |
| • Annual Conference and other major events | 1-2 times/year |

Board Responsibilities:

- Serve as an ambassador for the association to membership and the professional community.
- Work with the President and Executive Director regarding Board of Directors meeting logics, including taking minutes of Board meetings.
- Participate in Board of Directors meetings as a voting member, representing interests of membership as a whole.
- Display accountability toward visioning for the association, including participating in activity planning, budget planning, activity assessment, advocacy efforts, etc.

Committee and Project Team Responsibilities:

- Serve as a Board liaison for committees and project teams as desired.
- Participate in committees and project teams as desired.

Find out more. Contact Kirk Roberts at kirk@aappn.org or 360-734-3166.