

# CASN SECRETARY

## JOB DESCRIPTION

### Role and Responsibilities

- *Record and maintain minutes of all CASN meetings*
- *Distributes minutes and agendas prior to all Board meetings*
- *Place in minute book and arrange posting on web page*
- *Attend all Board meetings*
- *Maintain copies of all organizational documents in their current forms*
- *Maintain active membership in NASN/CASN unified*
- *Other duties as assigned by President*
- *Maintain a current contact information list of Board and Area Reps*
- *Maintain supply of electronic logo letterhead stationery and envelopes*
- *Send minutes to Board members prior to meeting*