

**1.25 BOARD ROLE DESCRIPTION:
Secretary**

**Policy #: 1.25
Original Policy Number: N/A
Date Reviewed/Revised: 8-16, 7-21, 3-22, 4-23
Approved: 02-09, 06-12, 8-16, 3-22, 5-22,
4-23**

TITLE: Secretary

REPORTS TO: President

DESCRIPTION: Member of the Board for a two-year term, up to three terms if re-elected by the membership. All board terms start January 1st.

PURPOSE: To monitor and ensure the proper recording all of official meetings and significant events.

RESPONSIBILITIES

1. Attend 100% of Board meetings unless excused by the President.
2. Serves as Secretary of the International Association of Forensic Nurses, Inc. (IAFN) (501C6) and IAFN Foundation (Foundation) (501C3)
3. Record the minutes of all Board of Directors' meetings, and others as requested. Secures another Board or staff member to record minutes in their absence.
4. Serve as Board Liaison to assigned committees.
 - a. Act as a liaison between the Board and Committee by representing the Board at their Committee meetings and represents the Committee at Board meetings.
 - b. Function in an advisory role and outside of the operational structure and process of the group(s).
 - c. Communicate about committee activities regularly at Board meetings.
 - d. Attend committee meetings unless in conflict with priority Board responsibilities.
 - e. Advise concerning appropriate process regarding any governance issues.
 - f. Serve as a resource person to facilitate consistency with the mission, vision and strategic plan of the IAFN and Foundation.
 - g. Identify potential leaders.
5. Carry out special assignments as requested by the Board and/or President.
6. Stays alert to community and member concerns that may impact the association and shares them with the Board.

7. Participate in long-range and short-range planning and review through the strategic planning process.
8. Identify and disclose any potential conflicts of interest.

TIME COMMITMENT:

1. Approximately 2-5 hours a week, depending on activities.
2. Attend 12 board meetings held per year, 10 held virtually, 2 in-person.
3. Other representative travel as deemed appropriate to meet or further the goals identified by the Board of Directors.
4. Board Liaison Committee work - 1-3 hours per month or as decided by the committee.
5. Participate in orientation for new Board members.
6. Attend local IAFN Chapter meetings as needed.
7. Other meetings as requested and/or approved by the President.

QUALIFICATIONS:

1. Active IAFN service and commitment to organization.
2. Ability to manage many priorities at once.
3. Employer support to the extent that business may be conducted during the work day.
4. Ability to listen well and provide a forum for productive dialogue, with contributions on all sides of an issue.
5. Ability to tackle difficult decisions with honesty and integrity.
6. Committed to creating a diverse and inclusive culture.
7. Enthusiasm for the job; sensitive to the role and needs of staff, and inspired to achieve the organization's full potential. A desire to be innovative.
8. Must be willing and able to devote the necessary time. Understand the need for accountability and responsiveness.
9. Ability to think globally.