

## Secretary Role Description - 2021

All Executive Board members accept the responsibility to participate in governance, strategic and fiduciary activities as described below to ensure the mission and success of the association.

### Leadership responsibilities

- Collaborate with fellow board members and organization volunteers to determine and support the organization's mission, vision and values.
- Adopt a strategic plan and revise every three – five years.
- Adopt an annual budget and ensure it adequately reflects the organization's priorities.
- Provide leadership and communicate the organization's mission, vision and values to volunteers, and internal and external stakeholders.
- Takes an active role in recruiting and mentoring new leaders throughout all levels of the organization.

### Board operations

- Focus on governance and outward-facing health policy, public statements, position statements and research agendas of the organization.
- Help maintain clear roles and responsibilities between the board and the senior staff executive (SSE).
- Monitor and update, as needed, committee structure to meet current and future organizational needs
- Recruit, orient and mentor new board members.
- Conduct regular self-evaluations and performance evaluations of the board as a whole.
- Actively monitor board skill sets and identify needs for future candidate recruiting.
- Attend monthly conference calls as scheduled and up to three in-person board meetings per year.
- Thoroughly prepare for each board meeting.

### Ensure resources

- Provide policy-level support so staff can develop new and strengthen existing revenue streams.
- Provide personal support of the organization's revenue growth efforts by visiting conference exhibitors and consulting with SSE on sponsorship opportunities and similar corporate fundraising arrangements.
- Enhance the organization's public standing and awareness with external stakeholders.
- Confirm that the board's composition reflects the strategic needs of the organization.

### Provide oversight

- Ensures that proper procedures and policies are in place for financial and legal oversight and to protect the non-profit standing of the organization. These are fiduciary duties.
- Ensures that the organization's auditor and legal counsel are chosen by the Executive Board and that they provide their reports directly to the board through the president. The day-to-day operations of these consultants are managed by the SSE.
- Ensures that the organization has adequate risk management policies and plans in place that protect the Executive Board, volunteers, organization and staff.
- Monitors conflict of interest policy and disclosure process for board members, volunteers and senior staff, and ensures a process whereby all conflicts can be easily reported and resolved
- Adopt a confidentiality policy to protect proprietary and other information as appropriate.
- Ensure legal and ethical integrity and maintain accountability to all stakeholders.
- Support the SSE and assesses his or her performance regularly.

## Secretary Role Description

In addition to the above over-arching duties of all Executive Board members, the secretary shall keep, or oversee keeping at the national office, an electronic file of the minutes of the meetings of the association, the Executive Board and Executive Committee. The secretary shall also keep, or oversee keeping at the national office, the charter of incorporation, bylaws, seal of the association, IRS Form 1024 that recognizes NAPNAP as a tax-exempt organization, most recent 990 form, the membership roster of active and inactive members, and shall, in general, perform all duties incident to the office of secretary and such other duties as the Executive Board and president may assign. The president may appoint the secretary to other newly formed or continuing work groups.

### Unique duties of the Secretary:

1. Serves as a voting member of the Executive Committee and the Executive Board.
2. Serves as a director of NAPNAP Partners for Vulnerable Youth.
3. Records, types or oversees typing, and reviews the minutes of all meetings with the assistance of the staff liaison(s) and prior to the final approval by the president.
  - Approves draft and ensures that it is received by the president for approval before being submitted to the Executive Board for final consent.
  - Confirms that official copies of all minutes are maintained in the national office permanent files.
4. Participates on the following standing committees and other committees or task forces as appointed by the president:
  - Executive Committee.
  - Finance Committee.
  - Awards selection panel for:
    - Henry K. Silver Award – awarded every other year.
5. Is responsible for reviewing Executive Board policy and procedures manual at least every two years and initiating updates as warranted. Changes may be made on an ongoing basis.
6. Acts as parliamentarian of the Executive Board and Business Meetings. A professional parliamentarian may be hired, as needed.
7. Serves as a role model and provides positive mentoring experiences for potential future NAPNAP leaders.

Given the nature of the secretary position, the estimated monthly time commitment is approximately 20-25 hours, some months may be busier than others. This includes conference calls with the SSE, Executive Committee, Executive Board and/or various committees and workgroups, as well as email and document review. NAPNAP covers all reasonable expenses related to the secretary's pre-approved travel.

COVID-19 is creating circumstances which require adaptation in the way we conduct business (i.e. virtual meetings). Responsibilities and procedures are subject to change.