



## **THE NEBRASKA SOCIETY FOR RESPIRATORY CARE**

**A Chartered Affiliate of the American Association for Respiratory Care**

### Policy Statement

Section: Board of Directors

Subject: Officer Position Descriptions:  
**Secretary**

Effective Date:

References: NSRC Bylaws

#### ***Summary of Duties:***

The Secretary maintains all society records and correspondence.

#### ***Specific Duties:***

1. Keeps the minutes of the Board of Directors meetings, regular business meetings, and the annual business meeting.
2. Submits a copy of the minutes of each meeting to the AARC within ten (10) days following each meeting at which the minutes are reviewed and approved.
3. Executes the general correspondence of the society.
4. Affixes the corporate seal on documents so requiring
5. Maintains policy and procedure manual
6. Maintains and provides stationary to BOD members as needed
7. Provides minutes to President within 30 days for review prior to distribution
8. Maintains and distributes on at least a quarterly basis an updated copy of the Strategic Plan.

Reviewed: Mar 2, 2011

J Bush  
E Olsen

Board Approval \_\_\_\_\_