

# INDIANA ASSOCIATION MEDICAL STAFF SERVICES (INAMSS) POLICY & PROCEDURE MANUAL

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<b>Subject:</b>	<b>Secretary</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

## **Position Summary:**

The position of Secretary is an elected office of the organization. The term of office is for two years beginning January 1st of the election year through December 31st of the second year following election. The Secretary shall record the proceedings of all meetings and prepare the minutes of the State Association, which shall be available to all members for inspection. The Secretary shall perform such other duties as may be necessary to coordinate and advance the Association's objectives. The Secretary shall be custodian of all minutes.

## **Duties and Responsibilities:**

The duties and responsibilities of the Secretary include, but are not limited to, the following:

- 1) Record proceedings and prepare minutes of the State Association business meetings, which shall be available to all members for inspection.
- 2) Record proceedings and prepare minutes of the Board of Directors meetings and promptly distribute to all members of the Board.
- 3) Serve as custodian of all minutes of the INAMSS Board of Director's and INAMSS business meetings.
- 4) Attend the regularly scheduled Board meetings and be available for conference calls.
- 5) Distribute and receive ballots for biennial officer election.
- 6) Notify the Chair of the Nominating Committee and the Website Committee Chair of the election results for inclusion on the website.
- 7) Perform such other duties as may be necessary to coordinate and advance the Association's mission.

## **Reference:**

- Nominating Committee
- Website Committee
- Immediate Past-President
- Treasurer
- Board of Directors