

**WSGNA**  
**Leader Position**  
**Secretary**

As a member of the board of Directors, the secretary works closely with the Board and SGNA headquarters staff to record the actions of the board, maintain its standing rules and the regional society's bylaws. The secretary serves a two - year term with election in the odd-year.

***Eligibility:***

- Must have been a voting member of WSGNA prior to nomination.
- Familiar with WSGNA's bylaws.

***Responsibilities and Duties:***

- Attendance is expected at all meetings of the Regional Society and all Regional Society board meetings.
- Serves as a resource to Board members and Regional Society regarding standing rules and bylaws.
- Records or causes to be recorded the minutes of all meetings of the Regional Society and the Regional Society Board of Directors.
- Responsible for notification of officers and directors of meetings of the Board of Directors.
- Preserves correspondence, reports, records, Bylaws, and the Policy and Procedure Manual of the Regional Society in a permanent file.

***Time Commitment:***

May be as much as 4-8 hours every 2-3 months, depending on the business of the regional society. Travel may be 6-14 or more days per year to Regional events, multi-regional event, and 4-6 business meetings. Timely response to board of director email communication.

***General Leadership Characteristics:***

- Committed to and enthusiastic about the mission statement, goals, and strategic plan of the Regional Society.
- Inspires confidence and support among the leaders and motivates others to take constructive actions.
- Is fair, open minded, and objective, and utilizes appropriate information and sound judgement to formulate board policy and make decisions.
- Organized and able to meet timelines.
- Communicates clearly, effectively, and positively with individuals.

***Travel Required:***

- Board of Directors Business meetings.
- Regional Educational Conferences.
- SGNA and Multi-Regional Conferences (optional).

Revisions/reviews approved by WSGNA Board of Directors: 1/19/05, 11/1/08, 4/13/13, 10/15/16, 18July2018