

CASN SECRETARY JOB DESCRIPTION

(Revised 6/13/2012)

Roles and Responsibilities

- Maintain active membership in NASN/CASN unified
- Records and maintains minutes of all meetings
- Attends all Board meetings
- Maintains copies of all organizational documents in current format
- Submits copy of minutes to CASN President for distribution on to website
- Maintains current contact information list of Board and Area Representatives
- Other duties as assigned by CASN President
- Coordinates with other members holding positions within CASN

Updated: February 2, 2013