

Secretary-Treasurer- Job description

The Secretary/Treasurer shall be responsible for association books and records. The Secretary/Treasurer shall be elected to serve for a term of two years.

DUTIES:

1. Attend membership meetings held in the spring and fall of each year.
2. Attend, when able, at least one AANA Meeting per year (Annual Congress, Mid-Year Assembly, Fall Leadership Academy - see travel reimbursement policy).
3. Perform all special projects as assigned by the President and/or approved by the board.
4. Serve as a voting member of the KyANA Board of Directors and attend and participate in all meetings of the Board.
5. Upon request, assist all officers in performing their responsibilities.
6. Maintain accurate and complete association financials and records.

TIME COMMITMENT:

- The Board meets quarterly in the fall, winter, spring and summer. Meetings last approximately three (3) hours.
- The Fall and Spring Board Meetings are held in conjunction with the KYANA meetings. The Fall Meeting is two and a half (2.5) days and Spring Meeting is one and a half (1.5) days (see travel reimbursement policy). The Winter and Summer Board Meetings are usually held on a weekend day.

- On months without quarterly Board meetings there will be a one hour conference call. A one-day (weekend) planning retreat may be conducted on an annual basis.
- The Secretary is eligible to attend AANA Annual Congress, Mid-Year Assembly, or Fall Leadership Academy per the travel reimbursement policy.