

Position title	<i>Secretary</i>
Reports to	<i>Board of Directors</i>

Job purpose

- The Secretary works collaboratively with the Board of Directors to further organizational mission, vision, and strategic goals. Activities focused on goal achievement include:
 - Support leadership development and Board member engagement
 - Participate in the creation of APRN professional and clinical resources
 - Elevate the APRN voice through development, implementation, and monitoring of healthcare policy
 - Monitor and, when necessary, modify organizational activities to align with strategic goals
 - Support inclusive access to healthcare and improved outcomes for Ohioans

Duties and responsibilities

- Participate as an active member of the Executive Committee
- Collaborate with the OAAPN Board of Directors to ensure that the budget, members, and priorities are aligned with the long-term vision of the organization.
- Communicate with consultants to the organization.
- Cultivates a strong and transparent working relationship with the Board of Directors and ensures open communication amongst the members.
- Serve as the committee chair for the Membership committee. This committee is charged with the responsibility of increasing membership and providing information for our members to meet the long-term vision.
- Creates and communicates monthly Chapter Leaders Lines Performs outreach to all lapsed members and communicates lapsed member information to region directors.

Qualifications

- Valid APRN license with Ohio Board of Nursing
- OAAPN member in good standing
- A recommended minimum of one year on the OAAPN Board of Directors
- This position is a three-year term
- Ability to communicate effectively with others
- Outstanding leadership skills
- Strong commitment to the professional development of the OAAPN Board of Directors and its members

Working conditions

- The Secretary will not receive any compensation for their services but may be reimbursed for expenses as determined through policies of the Board of Directors in advance.
- Expected to attend the Board of Directors meeting which occur three times per year as well as state OAAPN conference each year.
- Will be required to sign and must agree to comply with the conflict of interest and confidentiality policies of the organization

Approved by:	<i>OAAPN Board of Directors</i>
Date approved:	<i>May 20, 2023</i>
Reviewed:	<i>May 2023</i>