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

### **Job purpose**

- The Membership 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
  - promote and support membership in OAAPN

### **Duties and responsibilities**

- Participate as an active member of the Executive Committee
- Collaborate with the OAAPN Board of Directors to ensure that the goals, resources, 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 to chapter leaders and members.
- Performs outreach to all lapsed members and communicates lapsed member information to region directors and chapter leaders.
- Evaluates and recommends to the BOD the annual dues of all membership categories

### **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 meetings and the annual conferences each year
- Will be required to sign and must agree to comply with the conflict of interest, code of conduct, and confidentiality policies of the organization

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| <b>Approved by:</b>   | <i>OAAPN Board of Directors</i> |
| <b>Date approved:</b> | <i>October 15, 2025</i>         |
| <b>Reviewed:</b>      | <i>June 2025</i>                |