

WASHINGTON STATE HEALTHCARE HUMAN RESOURCES ASSOCIATION

JOB DESCRIPTION

TITLE: Secretary

SUMMARY OF DUTIES: Responsible to record and maintain the minutes of the Board and Membership of the Washington State Healthcare Human Resources Association. To act as the Historian for WSHHRA.

SPECIFIC RESPONSIBILITIES:

1. Attend Board and Business meetings as a full voting member of the Board.
2. Accurately document the minutes of the discussion and actions of WSHHRA at both the Board and Business meetings.
3. Distribute within thirty (30) days, the unapproved minutes of the Business meeting to all WSHHRA members as represented on the membership roster.
4. Distribute within thirty (30) days, the unapproved minutes of the Board meeting to the WSHHRA Board Members.
5. Maintain historical files of the minutes of both the Board and Business meetings, including all relevant documents distributed at those meetings.
6. Review and research actions of the Board and WSHHRA as recorded in the minutes, as needed.
7. Serve as a Board Member of WSHHRA and represent the needs of the membership and the goals of WSHHRA to the best of one's ability.
8. In the absence of the board member, the board member will arrange for coverage at the board meeting.

effective 3/1997

revised 2/2012

revised 1/2020