**Position Description: Secretary**

**NLN.ON Executive Committee**

**Reports to:**

President, NLN.ON

**Primary Function:**

To maintain a record of the activities of the NLN.ON Executive Committee meetings.

**Qualifications:**

Elected member NLN.ON Executive Committee.

**Responsibilities:**

* To record the discussion, decisions, and actions of the NLN.ON Executive Committee meetings.
* To distribute minutes and an advanced meeting agenda to committee members.
* To provide First Stage with an accurate list of Executive members' names, addresses (email), phone and fax numbers.
* To conduct correspondence as requested by the President
* To receive a copy of general correspondence addressed to NLN.ON
* To ensure the following are carried out: (I) NLN.ON Application Form is current, (2) appropriate supply of NLN.ON stationary and envelopes. (3) Maintain all business contacts for NLN.ON (maintained via the Head Office).

**Duration:**

Position held for one year and not to exceed three consecutive years

Revised: September 2011