



## **APND SECRETARY**

### **JOB DESCRIPTION**

#### **RECORD KEEPING:**

1. To record minutes of all APND Board meetings and the Annual Business Meeting and to maintain a file of the same.

#### **COORESPONDENCE:**

1. To prepare minutes of the APND Board business to make available for members on the website.

#### **OTHER:**

1. To serve on the Board as an examiner of Verification of Hours
  - a. Receive applications for Verification of Continuing Education
  - b. Obtain certificates
  - c. Sign certificates along with APND President
  - d. Distribute certificates to appropriate Area Representative at fall APND board meeting.
2. To assume additional duties as assigned by APND President.

Revised: 1/96

Revised: 2/2004

Revised: 1/2008

Revised: 8/2013