

Standard Work: Wisconsin IAFN Board of Directors
Secretary

	<u>Responsibilities</u>
1	Record all actions, votes, and minutes of all formal Chapter and Board of Directors meetings.
2	Keep all minutes from meetings in an organized manor and make available to the Board and/or the members, as appropriate.
3	Submit all meeting dates and minutes from prior year to the IAFN by March 1.
4	Give electronic notice of upcoming Chapter meetings
5	Post upcoming events, education, resources, and information on the WI-IAFN website when requested
6	Collaborate with board members in decision-making for events, as well as education opportunities for Forensic Nurses.
7	Actively participate and assist in the planning of events organized by the Wisconsin Chapter of the IAFN.
8	Assist the president with any tasks as requested
9	Work with the President Elect in organizing and facilitating the annual election
10	Maintain necessary documents that will assist the next Secretary to help make the transition smooth
11	Attend Board of Directors Meetings and WI-IAFN Quarterly Meetings, in-person or conference call
12	Maintain active membership through the IAFN and the WI-IAFN

Reference Link: <http://www.forensicnurses.org/?page=ChapterRenewal>

Reference Document: *IAFN WI Chapter Bylaws- 2016*