



CASN SECRETARY

1. JOB DESCRIPTION

- A. Maintains active membership CASN/NASN unified
- B. Attends all Board meetings
- C. Records and maintains minutes of all meetings and posts to CASN Google Doc

2. ROLES AND RESPONSIBILITIES

- A. Maintains current contact information list of Board and Area Representatives (uploads to CASN Google Doc)
- B. Coordinates with other members holding positions with CASN
- C. Organizes Fall Conference fundraising, creates call for donations, manages sign-up sheet/donation check-in/bidding sheets/winner list
- D. Work with CASN President to assist in maintaining CASN electronic files
- E. Member of the By-Laws Committee
- F. Other duties as assigned by CASN President
- G. Two- Year Term, June 1-May 31

