

Secretary

Secretary:

- Must be a member of the Academy and PHCNPG.
- Is elected
- Serves as a voting member of the Executive Committee (EC)

Term:

Two years

General PHCNPG duties

- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

Position specific duties

- Records the minutes of executive committee meetings and of PHCNPG membership meetings, in accordance with DPG Officer Orientation Manual and filed at Academy Headquarters.
- Drafts a summary of the minutes from each executive committee meeting for sharing with the membership on the Members Only website.
- Manages contact information lists for the following and updates as needed: 1. Executive Committee Member List; 2. PHCN DPG Committee Members List; 3. FNCE Contact Information (e.g. hotel, phone numbers)
- Maintains official documents of the PHCNPG, including the Guiding Principles.
- Assists the chair with developing the PHCNPG Business and Membership Meeting/Reception for FNCE.
- Committee membership/Project of interest: Review prior 2 years of notes to familiarize themselves and analyze. Flag pending items to the chair. Share history.
- Creates and maintains a roster of members involved in PHCNPG subcommittees.
- Trains the incoming secretary and transfers relevant files.
- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.
- Participates in monthly conference calls and meetings at FNCE.
- Reviews and updates job description as needed and submits it to the Executive Committee for approval.

Original: 05/14

Revised/Approved: 05/03/19, 06/01/2021