



Pediatric Endocrinology Nursing Society
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Advancing the art and science of pediatric endocrinology nursing.

www.pens.org

Secretary Position Information

The Secretary shall record all minutes of the meetings of the Board of Directors and of the annual membership meeting.

Primary Functions

The PENS Secretary serves as a member of the Board of Directors. Within the limits of the bylaws, the Secretary's primary functions are as follows:

- Reviews for accuracy the minutes of all business meetings and special meetings of the Board of Directors, including conference calls, recorded by the National Office staff.
- Serves as a member of the Policy and Procedure Task Force.
- Collaborates with Historian and staff to maintain records for the Society.
- Accepts responsibilities and assignments as delegated by the President.
- Participates in the development and implementation of the strategic plan.
- Contributes articles to newsletter as required.

Meetings

The Board meets via conference calls up to five times per year and twice in person (at the annual conference in the spring and at the Executive Office in the fall).

Term

The Secretary will serve a two year term. Terms of office shall be staggered. The Secretary and one Director shall be elected in even years, and the Treasurer and one Director shall be elected in odd years.

Conference Concessions

The Secretary shall receive complimentary registration to the annual conference during the years served on the Board of Directors. Airfare for the conference is paid for by PENS up to \$500. Hotel stays during the conference are paid for by PENS.