

Secretary Role Description – 2025 Election

All Executive Board members accept the responsibility to participate in governance, strategic and fiduciary activities as described below to ensure the mission and success of the association.

Leadership responsibilities

- Collaborate with fellow board members and organization volunteers to determine and support the organization's mission, vision and values.
- Adopt a strategic plan and revise every three – five years.
- Adopt an annual budget and ensure it adequately reflects the organization's priorities.
- Provide leadership and communicate the organization's mission, vision and values to volunteers, and internal and external stakeholders.
- Take an active role in recruiting and mentoring new leaders throughout all levels of the organization.

Board operations

- Focus on governance and outward-facing health policy, public statements, position statements and research agendas of the organization.
- Help maintain clear roles and responsibilities between the board and the senior staff executive (SSE).
- Monitor and update, as needed, committee structure to meet current and future organizational needs
- Recruit, orient and mentor new board members.
- Conduct regular self-evaluations and performance evaluations of the board as a whole.
- Actively monitor board skill sets and identify needs for future candidate recruiting.
- Attend monthly conference calls as scheduled and up to three in-person board meetings per year.
- Thoroughly prepare for each board meeting.

Ensure resources

- Provide policy-level support so staff can develop new and strengthen existing revenue streams.
- Provide personal support of the organization's revenue growth efforts by visiting conference exhibitors and consulting with SSE on sponsorship opportunities and similar corporate fundraising arrangements.
- Enhance the organization's public standing and awareness with external stakeholders.
- Ensure that the board's composition reflects the strategic needs of the organization.

Provide oversight

- Ensure that proper procedures and policies are in place for financial and legal oversight and to protect the non-profit standing of the organization. These are fiduciary responsibilities.
- Ensure that the organization's auditor and legal counsel are chosen by the Executive Board and that they provide their reports directly to the board through the president. The day-to-day operations of these consultants are managed by the SSE.
- Ensure that the organization has adequate risk management policies and plans in place that protect the Executive Board, volunteers, organization and staff.
- Monitor conflict of interest policy and disclosure process for board members, volunteers and SSE, and ensures a process whereby all conflicts can be easily reported and resolved.
- Adopt a confidentiality policy to protect proprietary and other information as appropriate.

- Ensure legal and ethical integrity and maintain accountability to all stakeholders.
- Support the SSE and assesses their performance regularly.

All Executive Board members are expected to:

1. Advance the mission and core values of NAPNAP as well as the mission and vision of the Executive Board.
2. Align board priorities and activities with the current strategic plan.
3. Distinguish between the roles of the Executive Board and the Executive Committee, including each group's decision-making authority.
4. Understand who can speak on behalf of NAPNAP and who can commit NAPNAP resources (time, volunteers, funds).
5. Provide financial oversight of NAPNAP, primarily through timely review of presented financial documents seeking clarification as necessary to fully understand NAPNAP's position.
6. Be thoroughly familiar with the Executive Board's Policies and Procedures.
7. Participate in all Executive Board meetings as scheduled and promptly attend to electronic votes when necessary.
8. Engage with NAPNAP committee(s) for which one is a liaison; ensure committee activities align with the strategic plan, keep the EB apprised of committee activities, and provide mentorship to committee leaders.
9. Engage with assigned NAPNAP groups and task forces as assigned; ensure activities align with the strategic plan, and keep the EB apprised of activities, including any requests that require EB consideration.
10. Understand the legal and financial relationship between NAPNAP and related entities (chapters, special interest groups [SIGS], NAPNAP Foundation and NAPNAP Partners for Vulnerable Youth).
11. Outline NAPNAP's health policy agenda.
12. Outline the overall themes in the NAPNAP research agenda.
13. Understand NAPNAP's programs and services, e.g., PedsCE, TeamPeds: Volunteers, TeamPeds: Member Network and Career Center.
14. Promote and encourage NAPNAP membership among peers.
15. Summarize the topics covered within the NAPNAP position statements.
16. Outline NAPNAP educational offerings, including the CE accreditation program.
17. Understand NAPNAP's publications (e.g., NAPNAP Daily News, News Flash and Inside the Beltway) and periodicals (*Journal of Pediatric Health Care*).
18. Describe key provider and public education campaigns.
19. Participate on social media as appropriate and requested.
20. Adhere to conflict of interest, confidentiality, and disclosure policies.

Secretary Role Description

In addition to the above over-arching duties of all Executive Board members, the secretary shall keep, or oversee keeping at the national office, an electronic file of the minutes of the meetings of the association, the Executive Board and Executive Committee. The secretary shall also keep, or oversee keeping at the national office, the charter of incorporation, bylaws, seal of the association, IRS Form 1024 that recognizes NAPNAP as a tax-exempt organization, most recent 990 form, the membership roster of active and inactive members, and shall, in general, perform all duties incident to the office of secretary and such other duties as the Executive Board and president may assign. The president may appoint the secretary to other newly formed or continuing work groups.

Unique duties of the Secretary:

1. Serves as a voting member of the Executive Committee and the Executive Board.
2. Serves as a director of NAPNAP Partners for Vulnerable Youth.
3. Records, types or oversees typing, and reviews the minutes of all meetings with the assistance of the staff liaison(s) and prior to the final approval by the president.
 - Approves draft and ensures that it is received by the president for approval before being submitted to the Executive Board for final consent.
 - Confirms that official copies of all minutes are maintained in the national office permanent files.
4. Participates on the following standing committees and other committees or task forces as appointed by the president:
 - Executive Committee.
 - Finance Committee.
 - Awards selection panel for:
 - Henry K. Silver Award – awarded yearly.
5. Is responsible for reviewing Executive Board policy and procedures manual at least every two years and initiating updates as warranted. Changes may be made on an ongoing basis.
6. Acts as parliamentarian of the Executive Board and Business Meetings. A professional parliamentarian may be hired, as needed.
7. Serves as a role model and provides positive mentoring experiences for potential future NAPNAP leaders.

Note, the Executive Committee is comprised of the president, president-elect, immediate past president, secretary and treasurer. The Executive Committee meets as needed to act on behalf of the Executive Board to address time-sensitive issues.

Given the nature of the secretary position, the estimated monthly time commitment is approximately 20-25 hours, some months may be busier than others. This includes conference calls with the SSE, Executive Committee, Executive Board and/or various committees and workgroups, as well as email and document review. NAPNAP covers all reasonable expenses related to the secretary's pre-approved travel.

COVID-19 is creating circumstances which require adaptation in the way we conduct business (i.e. virtual meetings). Responsibilities and procedures are subject to change.