



Nursing Students' Association of New York State

Website: www.nsanys.org ♦ Instagram: NSANYS

The Secretary shall:

1. Establish and maintain a file of all correspondence, meeting minutes, rosters, bylaws, and any other recorded information pertaining to NSANYS for the current year.
2. Notify the Board of Directors of the time and place of the meetings of the Board at least 24 to 48 hours before each monthly formal meeting or after the previous formal meeting.
3. Conduct the general correspondence of the association as requested by the President or Board of Directors.
4. Record minutes of all meetings of the Board of Directors and submit one (1) copy of the approved and signed minutes (by both the President and Secretary) to the following:
 - a. NSNA headquarters
 - b. NSANYS Communications Director to be published on the NSANYS Website
5. Record minutes of the annual House of Delegates meeting and forward one (1) signed copy of the minutes, along with the current bylaws as amended by the House of Delegates, to NSNA.
6. Refer to full appointed committees the necessary records for the proper performance of their duties.
7. Be responsible for providing an annual report at the annual House of Delegates meeting.
8. Perform all other duties as assigned.