



APHON Quick Fact Sheet for Board Positions: Secretary

Purpose/Time Commitment	Responsibilities	Qualifications
<p><u>Purpose:</u> Participates in general management of the affairs of APHON and in policy-making decisions. Serves as board liaison to committee(s) to promote alignment with the strategic plan and budget. Represents perspectives of the membership to the APHON Board.</p> <p><u>Length of term:</u> Three years</p> <p><u>Hours per month:</u> Ten to fourteen hours</p> <p><u>Meetings per year:</u> Two multi-day board meetings – one virtual in the Spring and one held in conjunction with the APHON Annual Conference – with an additional four to six meetings, up to two hours in length as agreed upon by the APHON board. Additional Executive Committee meetings, as needed.</p> <p>Serve as the APHON representative on the Board of Directors of the Oncology Nursing Certification Corporation (ONCC) including two in-person meetings and one virtual meeting.</p> <p>Participation in one or more committee meetings per month as the board liaison.</p>	<ul style="list-style-type: none"> • Ensures the sustainability, financial health, and wellbeing of APHON. • Participates in strategic planning, implementation and evaluation for organization. • Votes on policies affecting membership • Liaison to task forces/committees as assigned by the President and helps to steer work to align with the Board’s vision and APHON’s strategic plan • Reviews and distributes meeting minutes at board and membership meetings • Special assignments per board and President’s direction 	<ul style="list-style-type: none"> • Continuous member of APHON for last four years • Demonstrated leadership experience within APHON, ONCC, or other nationally recognized nursing organization – may include board member, committee chair, project leader, local chapter president or officer • Strong communication, networking, and organizational skills • Letters of recommendation from individuals who can attest to candidate’s leadership strengths and skills