

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

**SECRETARY  
POSITION DESCRIPTION**

**SUMMARY:**

The duties of the Secretary shall be the recorder of the Association. The Secretary shall attend Board meetings and keep accurate minutes of all meetings. The Secretary shall be custodian of association records.

This office of WAMSS must hold membership in NAMSS.

**DUTIES (include, but are not limited to)**

- 1) Board of Directors:  
Attend meetings, record proceedings and complete minutes.
- 2) Business Meeting – State Annual Conference:
  - a. Record proceedings with special attention made to nominations from the floor for the following committee:
    - i. Two active members to sit on the Nominating Committee
    - ii. Two active members to sit on the Scholarship Committee
- 3) Special Notices:  
The Secretary shall be responsible for dissemination information to the board members as well as to the membership as requested by the President.