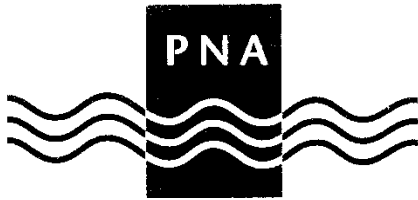


PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Board Position Description

Position title	PNA Secretary
Start date / End date or Term length	Two-year term beginning in April of odd-numbered years.
Estimated hours/days required per month	5–10 hours per month
Reports to	PNA President
Direct Reports	none
Role overview and purpose, and how it relates to the organization's mission	
The PNA Secretary is responsible for recording and publishing meeting minutes and assuring that they are appropriately archived.	
Key responsibilities	
<ul style="list-style-type: none"> • Take notes and prepare minutes for PNA meetings • Fairly summarize group discussions • Distribute minutes to those in attendance for comments and corrections • Keep a record of the minutes of meetings of PNA and make the minutes available to the membership (via the webmaster, for posting on the PNA web site) • Send a copy of the annual meeting minutes to the USMS national office, no later than April 30 of the following year • Submit a summary of board meeting minutes to the newsletter editor for publication in the bi-monthly issues of <i>The WetSet</i> • Report changes in the bylaws and policies to the Bylaws Chair • Assist the President in the development of the annual board meeting Calendar and submit to the webmaster and newsletter editor for posting on the PNA website and in <i>The WetSet</i> 	



PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Key deliverables

- Maintain the archive of approved PNA meeting minutes
- Along with the President, publish annual PNA Board meeting calendar
- Maintain current email distribution list for board member email communications

Recommended skills, experience and attributes

- Computer and communication skills
- Effective use of email and word processing software

Recommended training

- Receive guidance from other board members on how to record discussions; i.e., how much detail to include in the minutes

Benefits for the volunteer

- Better understanding of PNA responsibilities
- Provides the volunteer the opportunity to interact directly with their fellow PNA Masters swimmers while supporting the events and practice opportunities offered within the PNA

Benefits to USMS

- Directly supports the USMS Mission and strategic plan by creating and enhancing membership value and service.
- Promotes an individual connection for the member to the USMS/PNA community
- Contributes to PNA's meeting state incorporation requirements for annual meetings and recording official minutes

Other suggested requirements of the role

- Succession planning to recruit a capable successor for handling your role and responsibilities