Role Descriptions for 2026 Nominations

Recording Secretary

The Recording Secretary shall:

Attend and record minutes at all meetings of the Board of Directors, Executive Board Committee and General Membership meetings.

Provide an electronic copy of the NACN-USA minutes to each Board member a week prior to each meeting.

Update the Board of Directors and Committee Roster as needed.

Maintain electronic and paper copies of APPROVED minutes and agendas for reference and to provide to successor.

When deemed appropriate, provide an electronic copy of APPROVED minutes to the webmaster for posting in the Board Only Section of the website.

Assist the Webmaster with postings on the website.

Prepare an electronic written Annual Summary Report at the end of June each year if specific information is requested by the President/Board of Directors.

Work with the President and other members of the Board of Directors to develop the Action Plan and Budget of the Association and facilitate its implementation as appropriate.

Regional Director

Regional Director shall:

Act as the liaison between the Regional District membership and the Board of Directors.

Act as liaison, with the President, between existing independent local and regional NACN-USA Councils their area.

Work with the President-Elect to network with schools of nursing in their Regional District.

Encourage and support involvement of members in their Regional District.

Work with the President in the development and implementation of the Two-Year Action Plan and Budget 6.

Attend at least one affiliated local or regional Council meeting in the Regional District within the term of office, either in person or via electronic or phone conferencing options.

Give a verbal/written report of activities/duties/concerns of the position at all meetings of the Board of Directors.

Develop and maintain a current document of regional resources and issues related to nursing and healthcare for review of text by the Board of Directors prior to publication in appropriate media.

Prepare and submit an electronic/ written Annual Summary Report prior to the end of June each year and Year-to- Date Reports at the request of the President/Board of Directors.

Treasurer

The Treasurer shall:

Receive all funds of the Association, including dues, donations, and scholarship monies, and make deposits to the Association's designated bank.

Pay all bills approved by the voting members of the Board of Directors, including all operating expenses, Annual Reporting fees, Secretary of State fees, CICIAMS membership fees, Annual subscription fees, and Scholarship rewards.

Keep electronic and hard copies for itemized accounts of all receipts and disbursements monthly.

Provide a monthly (verbal & written) financial report at the Board of Directors meeting and other appropriate Association meetings on request by the President and Board of Directors.

Provide an electronic/written financial statement/balance sheet to the Board of Directors biannually at the end of June (submitted in July) and at the end of December (submitted in January).

Provide the Annual Report to the general membership via the Newsletter and/or at the NACN-USA National meetings following the approval by the President and Board of Directors at the monthly meeting.

Works alongside the Membership Chairperson to make sure the membership list is maintained throughout the year.

Assure annual membership notices are sent to members automatically from the Stripe Payment program.

After becoming a member or renewing their annual membership, the Treasurer will ensure that automated receipts or thank you notices have been sent.

Make reimbursements/refunds of membership fees as requested.

In the absence of the Membership Committee Chairperson, will maintain the database and Membership Directory.

Will provide the Board of Directors with an electronic copy of the Membership Directory in the absence of the Membership Committee Chairperson upon request.

Will assume the responsibilities of the Membership Chairperson when vacant until the President appoints another Membership Chairperson.

Assist the President (and Registered Agent/Attorney) in completing the Annual Report form provided by the registered agent/attorney for the Association and Diocese as required by the Secretary of State in Illinois, regarding the General Not- for- Profit Corporation Act and submit this report with the appropriate fees by the designated due date (usually June).

Submit all books, bank statements, and accounting records to an Audit/Accountant designated by the President (with approval of the Board of Directors) for any routine *external* audits requested.

Every two years, during the term of the Treasurer, the Treasurer and the President will establish a Finance Committee (made up of The President, the Treasurer, the Recording Secretary (non-voting - to take minutes), the Membership Chairperson, an appointed General (non-board) member, and an appointed Associate member. The Treasurer will Chair these meetings. The purpose of this Finance

committee will be to meet and review the monthly and bi-annually financial statements for the purpose of an internal audit. Each member will sign a declaration of facts to attest to the accuracy of these reports.

The Treasurer will collaborate with the President (and one or two others (as needed) as appointed by the President), to develop a budget for the upcoming year.

The Treasurer will continue to look for ways to improve our banking systems and work toward what is best for the Association and discuss this with the President and Board of Directors.