

NHI secretary shall:

Take notes of everything that happens during meetings. All reports, motions and discussions are recorded. Record the meetings to ensure accuracy of the minutes. The recordings are not kept as a permanent record.

Create the Secretary's report, using meeting notes and the recording. Submit to the NHI chairperson a copy of the report, for review, one week prior to next NHI meeting. Chairperson will offer corrections/clarifications, and the Secretary will assist chairperson in setting agenda for the upcoming meeting.

Generate 50 copies of final report for distribution at next meeting. Also submit final report to webmaster for posting on NHI website.

Reviews final report with intergroup at next meeting, noting any necessary corrections.

Maintain attendance records of meeting.

Maintain copies of all minutes, treasurer's reports, newsletters and other pertinent records in a safe and responsible manner.

Track receipts from all secretarial expenses for reimbursement by treasurer. Authorized expenses may include postage, printing, supplies and phone charges.

Answers correspondence directed to the secretary or as directed by NHI.

Notify mailing coordinator and newsletter editor of any meeting information change.

Update NHI By-Laws and NHI Charter as needed.

Update NHI History and NHI Policies and Procedures at years end

Update NHI officer and committee job descriptions using input from current officers' and chairpersons.

Update NHI speakers list.

Perform service, as possible, to support NHI officers, NHI members and local meetings.

Collaborate with the Mailing Coordinator on the meeting list and the mailings and perform such other duties as may be outlined in the Policy and Procedures Manual of NHI.