



Secretary

MNRS Board of Directors

Service Term:

2024-2026 (2 years)

The Board Secretary shall have the following QUALIFICATIONS:

- a. Holds an active membership in MNRS and is a member in good standing.
- b. Is elected by the membership.

The Board Secretary shall have the following RESPONSIBILITIES & Activities:

- a. Ensures that proper record-keeping practices are being followed.
- b. Verifies that the minutes for each meeting are approved at the following meeting of the Board.
- c. Serves as a Board Liaison to the Western Journal of Nursing Research (WJNR).
- d. Prepares the MNRS News material for WJNR, getting input from the President and MNRS staff.
- e. Serves as a member of the Executive Committee.
- f. May serve as a Leadership Academy Mentor as appointed.
- g. May review Leadership Academy applicants and serve on the Selection Committee, as appointed.

Activities of the MNRS Board of Directors will be in accordance with the MNRS bylaws and the policies and procedures. The incoming board is installed at the annual conference. Except for the President-Elect and Immediate Past-President, all Board of Directors serve two-year terms.

The MNRS Board of Directors shall have the following RESPONSIBILITIES:

- a. Attend quarterly meetings unless otherwise directed by the President.
- b. Directs the association based on the overall mission of MNRS.
- c. Updates and approves strategic plans.
- d. Develops and approves policies and procedures.
- e. Exercises fiduciary responsibility by ensuring that MNRS finances are appropriately managed and by approving responsible budgets.
- f. Oversees and evaluates MNRS programs to ensure that committee objectives are being achieved.
- g. Approves committee chairs and committee chairs' recommendations for committee members.
- h. Retains professional management, legal counsel, and independent auditor.
- i. Conducts meetings open to all members to attend, except as otherwise announced.
- j. Assists during membership recruitment and retention when called upon by the Membership Committee.
- k. Adheres to the financial policies set forth under the General Finance section of the MNRS Policies and Procedures Manual.
- l. Selects the Annual Research Conference date and location.

MNRS Executive Office:

5034A Thoroughbred Lane, Brentwood, TN 37027, USA

Telephone: 615-432-0098 • info@mnrs.org • www.mnrs.org