

## TSGNA DIVISION SECRETARY'S COMMISSION

1. The Division Secretary is elected annually by TSGNA Members from the division.
  - Reports to the Division Chairperson.
  - Serves on the *Membership Committee*.
2. The Division Secretary, in conjunction with the Division Chairperson, will submit written reports, with the requested number of copies, as follows:
  - A division report, outlining the goals for the year, should be submitted to the Division Director by Nov. 15. This report could also contain information regarding anticipated educational programs for the year.
  - A report summarizing progress and activities to the Division Director by March 15
  - A year-end report summarizing progress (especially achievement of defined goals) and activities to Division Director by August 15.
  - Copies of minutes from each meeting to the Division Chairperson and Division Director within two weeks after the meeting.
  - Reports as requested for the *TSGNA websiter*.
  - Other reports as requested.
3. Assist Division Chairperson, and request assistance from the Division Chairperson and / or the Division Director, as indicated.
4. Facilitate implementation of goals.
5. Maintain current TSGNA Membership list, preferably on a computer disk.

6. Obtaining information from the Division Chairperson, send meeting notices and other items of interest to Division members.
7. Record and maintain the minutes and sign-in sheets from each meeting, passing the minutes (and any additional records / information) to the succeeding Division Secretary.
8. Division Nominations / Elections is the responsibility of the Division Secretary unless this responsibility has been assigned to the Division Member of the TSGNA *Nominations/ Elections Committee* by the Division Chairperson. Nominations / elections should occur, as follows:
  - In conjunction with the Division Chairperson, prepare a slate of officers for the Division, requesting nominations from the membership well in advance of elections. Division Officers include Division Chairperson, Division Secretary and Division Medical Advisor.
  - Follow the guidelines in the *TSGNA Elections Policy* for the Division Elections. If voting by ballot is necessary, the Division Chairperson and the Division Secretary (with a third member optional) should count the ballots together.
  - Report election results to the Division Director.
9. Monitor completion of goals.