



Policy No.	302
Original Date	1997
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Subject: ROLE DESCRIPTIONS Secretary

1. Understands, upholds, and supports the mission, philosophy, policies and procedures of DNCB.
2. Supervises and maintains all official records.
3. Provides appropriate vehicles of communication to certified dermatology nurses.
4. Recognizes and advises the DNCB of changing outside influences that may affect the decisions of the DNCB.
5. Serves as liaison to DNCB Committees/Task Forces appointed by DNCB President.

B. COMPOSITION

1. Officer
 - a. Selection method: Refer to Bylaws Article VI, Section 2
 - b. Qualifications: See Section G.

C. TENURE

1. The Secretary assumes office following the DNA annual convention and serves for three (3) years; may serve 2 consecutive terms.

D. GOVERNED BY BYLAWS

Articles V, VI

E. MEETING EXPECTATIONS

1. All DNCB meetings
2. Other meetings as requested and approved

F. RESPONSIBILITIES OF OFFICER

1. Understands, upholds, and supports the purpose, philosophy, policies and procedures of DNCB.
 - a. Serves as an active member on the board.
 - (1) Submits reports in a timely fashion.
 - (2) Reviews, evaluates, and responds to all material presented to the board.
 - (3) Reviews role description and proposes changes as needed.

- (4) Reviews policies and procedures pertinent to office and proposes changes as needed.
 - (5) Assumes responsibilities delegated to the office by the President of DNCB.
 - (6) Handles general correspondence as needed.
 - (7) Oversees test committee activities.
 - (8) Attends and chair meetings of the test committee.
2. Supervises and maintains all official records.
 - a. Records the minutes of all board meetings. Distributes minutes to all DNCB Directors and the DNA President.
 - b. Maintains the official records and documents of DNCB assuring that a duplicate copy is on file with the management firm.
 - c. Coordinates annual reviews of DNCB role description, policies and procedures.
3. Provides appropriate vehicles for communication to certified dermatology nurses and DNCB.
4. Recognizes and advises the DNCB of changing outside influences that may affect the decisions of the DNCB.
 - a. Reviews and communicates general nursing issues as appropriate.
 - b. Reviews governmental, societal and economic trends and communicates as appropriate.
5. Serves as liaison to DNCB Committees/Task Forces as appointed by DNCB President.
 - a. Serves as a resource person to chairperson/committee members.
 - b. Guides committees/task forces in establishing goals, objectives and priorities.
 - c. Directs communication to/from the DNCB.
 - d. Assists committees/task forces as requested.

G. QUALIFICATIONS

1. Minimum of three years experience in dermatology nursing, at least two years of which have been in the five years immediately preceding appointment.
2. Have knowledge of the Credentialing and certification process.
3. Certification in dermatology nursing required.
4. Baccalaureate or higher degree in nursing preferred.
5. Active member of DNA