

**CALIFORNIA CONFERENCE OF LOCAL HEALTH DEPARTMENT NURSING  
DIRECTORS**

**DUTY STATEMENT  
SECRETARY**

Essential Duties of the Secretary include:

1. Attend Executive Committee Meetings
2. Take minutes at EC meetings
3. Provide copies of prior meeting minutes for approval to EC
4. Take minutes of official CCLHDND business at Spring and Fall conferences
5. Facilitate distribution of minutes to the membership
6. Maintain update roster of all members of CCLHDND which is developed by administrator
7. Print and mail resolutions with cover letter to current Nursing Director of County requesting them to forward resolution to recipient.
8. Store data electronically in coordination with Administrator
9. Prepare minutes and other material for the archives and maintain records of where archives are located.