



SECRETARY

Function

The Secretary's main responsibilities surround the recording and preparation of both Membership and Board of Directors meetings minutes.

Qualifications

- Current MSHRM member in good standing with a minimum of four years of membership
- A minimum of five years of work experience as a risk management professional and/or a medical malpractice defense lawyer or risk management-supporting vendor, etc.
- Demonstrated a broad base of risk management knowledge and experience

Duties and responsibilities

- Attend all Membership and Board of Director meetings. It is estimated that there will be four Board meetings throughout the year. Board meetings consist of a transition meeting, a mid-year teleconference and three one-hour meetings preceding educational programs.
- Attend the series of educational offerings provided to the membership.
- Prepare and distribute the meetings minutes.
- Serve as chair of the Nominations Committee and oversee the nominations and elections process per Policy #009.
- Track hardship and scholarship applications and follow-up with recipients regarding their volunteering commitments; provide updated report on such at Board meetings.
- Perform other duties as assigned by the President or the Board of Directors.