



Chapter Secretary: Role Expectations

Thank you for accepting the responsibility of the Chapter Secretary- this typically will begin a two-year term. The Secretary is responsible for maintaining the chapter member list, submitting chapter reports and distributing any chapter correspondences. This is a quick guide to help keep you and your chapter on track for a successful SUNA year!

January through May

- Review the role descriptions for each of the chapter officer positions
- Attend the Chapter **meetings** with the outgoing and incoming chapter officers (may be face to face or via conference call) - Prior to the meeting assist President with meeting agenda and distribute the agenda to the chapter members
 - At this meeting:
 - Take minutes
 - Help develop the initial chapter work plan (include goals for education and consider having goals for fundraising, Advocacy activities, Nephrology Nurses' Week celebrations, Chapter Newsletters, Chapter Facebook Page, Chapter website...)
- Obtain contact information from all the chapter officers and complete an Introduction Letter and send out via mail, email.
- Assist with the Chapter Review Form (CRF) due **June 1st** each year
- Half way through the SUNA year...Assure that at least one **Education Meeting or Community Activity** has been completed or is scheduled.
- Coordinate with the President-elect to remind members about Awards and Scholarships that the Foundation offers. Most applications are due by **June 1st**.

June through August

- Summer is typically a slow time for SUNA chapters---Don't lose your momentum!!
- July 4th - Send out a "Happy 4th of July" message to your members
- **Are you struggling...life has gotten in the way of your SUNA chapter officer duties?? DO NOT LET YOUR CHAPTER GO DOWN IN FLAMES! Contact your fellow officers and send out a SOS to your members!!**

September through December

- The uroLogic Conference is quickly approaching.
- Your year is almost over...Finish STRONG!!
- Find nominees for chapter officer positions (contemplate having 2 year terms for your officers: President Elect becomes President during his/her second year. Secretary, Treasurer and HPR - alternate years when these positions "rotate off". Need to fill President Elect position and other officer positions as needed)
- Assist President Elect with elections for chapter officer positions - Voting deadline (**TBD by individual Chapters**)

Ongoing Responsibilities:

- Follow your chapter work plan, review and update at each meeting
- Recruit chapter members to help with chapter activities - be on the lookout for future leaders
- Balance work and fun! Plan informal get together to exchange ideas

Things to remember

- The year goes by FAST!! Don't let it slip by.

- Create a calendar system to help you keep on track.
- Utilize all the SUNA tools...need something or have a question? There is most likely a tool created to help you and there is always the SUNA National office to help. You can also request membership applications, Journals, *Tinkles*, the SUNA mascot, to attend a meeting.
- Business meetings do not have to be super formal...do you work with fellow officers? If you discuss chapter business during a break in the action this can be counted as a business meeting.
- May 6th is National Nurses Day - send out a message to the chapter members via SUNA Connected
- Help plan activities for Urology Nurses' week (November 1-7)
- Education meetings do not have to be full day events. Remember SUNA has the Fast Track Series as well as Journal articles.
- Be sure to orientate the incoming secretary. Review documents and timelines to ensure a smooth transition.
- If you are struggling to meet your volunteer responsibilities contact your fellow officers and the national office- we are here to help you SUCCEED!!