

Position Description
Local Unit Secretary

Position Title

Secretary
ONA local unit

General Summary

Responsible for all written correspondence and membership data.

Accountability

Reports to the chairperson.

General Responsibilities

- A. Effective communication skills to facilitate the notification of officers and committee members of their election and or appointment.
- B. Sends or posts all notices of unit meetings.
- C. Keeps records and minutes of all meetings of the unit or its executive committee.
- D. Responsible for all written correspondence and membership data for appropriate duties as defined by the unit bylaws.
- E. Maintains past local unit records including but not limited to, negotiation notes, meeting minutes (local unit meetings, labor-management committee meetings, etc...)

Qualifications

- 1. Registered nurse, member of ONA and the local unit association.
- 2. Possesses good communication skills.
- 3. Election into office for the terms designated in the local unit bylaws.