



## North Carolina Association of Blood Bankers

### Job Description

**Title:** Secretary

**Term:** 2 Years  
Elected by general membership  
Has voting rights  
May be re-elected

### Job Summary

1. Record minutes at each board meeting and at the annual business meeting
2. Report minutes at annual business meeting for approval
3. Distribute meeting minutes to all board members, may be done electronically
4. Send agenda of board meeting with travel directions to all board members, preferably 1 week prior to meeting
5. Compile list of new board members with contact information following fall seminar, distribute list to all board members.
6. Correspond with AABB three months prior to annual seminar to have date announced on their website of upcoming events
7. Prepare annual report for annual business meeting of activities for the past year
8. Maintain all reports, minutes, and records in permanent file to be transferred to a newly elected secretary, when appropriate
9. Print name tags for workshops and seminars
10. Print CE certificates and have president sign
11. Print evaluation forms and compile after workshops and seminars
12. Distribute evaluation summary to board members