



## ENAOT SECRETARY TRANSITION CHECKLIST

### OBJECTIVE:

Provide a resource to the organization members who are moving in/out of leadership roles to ensure that efficient and effective transfer of knowledge/information occurs.

1. Participate in group Executive Committee meeting with outgoing President by Jul 30.
2. Record the minutes during the monthly meetings. Include attendance and date for the next meeting.
  - a. Email the minutes to the Ebony Nurse President by the 15<sup>th</sup> of the month.
  - b. Maintain copy of all meeting minutes.
  - c. Collect contact information including email for all members. Disseminate roster (name, phone, email, address) to ENAOT members annually in December, and as needed when new members join.
3. Other duties as assigned. Send meeting notices to members as needed.
4. Participate in community events that ENAOT is committed to.
5. Should not be absent for more than 2 consecutive meetings without legitimate excuse. Notify President if unable to attend the next meeting.
6. At the end of the Secretary's term, all files/information will be turned over to the new Secretary by Jul 1.