

## **WMSIG Secretary Position Description: Overview**

**Excerpt from:** Job Description: Wound Management SIG (WMSIG)

**Revised:** 8/19/2025

*\*Please read bylaws and policies for complete descriptions*

### **VI: OFFICERS AND COUNCIL**

#### *Section 1. Executive Board*

D. Duties of the WMSIG Officers shall be as follows:

c. Secretary:

- i. Records and distributes minutes of the WMSIG Council and Business meetings.
- ii. Carries on official correspondence on behalf of the WMSIG
- iii. Sends notice as specifically requested by the WMSIG members and the WMSIG Council.
- iv. Works with membership chair to maintain a list of current WMSIG members.
- v. The Secretary will work closely with the Academy's Executive Director and Communication Chair for dissemination of information regarding matters related to the WMSIG.