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**National Tuberculosis Nurse Coalition**

**Secretarial Responsibilities and Resources**

**Call in number: 1-800-250-2600**

**Moderator Pin: 55418676#**

**Participant Pin: 56577601#**

1. **In June after annual meeting, set up calls for the year through Outlook. Meetings are held on the 3rd Friday of the month. Time to be negotiated by the incoming President (currently is it 11:00 am EST)**
2. **President will send out agenda before the meetings which Secretary will distribute to attendees. Also included on invitations are NTCA director and other invited participants**
3. **For July meeting, Secretary will provide recap of the annual meeting**
4. **NTCA update – usually provided by the President though the Secretary can obtain the minutes of the NTCA Executive Call minutes to summarize and incorporate in the meeting**
5. **Executive Director Report**
6. **Committee Updates**
7. **Old/Ongoing Business**
8. **New Business**
9. **Next Meeting is usually prearranged**
10. **Minutes are completed and sent out to the Executive Board a week prior to the next meeting**
11. **Approved meetings are sent to Jennifer Kanouse to be posted on the NTNC website - jkanouse@tbcontrollers.org**