

April 14, 2017

Attention: Members of LPNABC

**Re: Executive Board position- Secretary**

As of April 10, 2017, the Secretary position was open for appointment due to vacancy. We would like you to join our executive team today!

The position would require the following responsibilities:

- Minutes – monthly meeting
- Minutes – AGM annually
- Maintain the membership list
- Manage correspondence for the LPNABC

You would be a dynamic part of the Executive Team as we work together attending meeting with the Ministry of Health, CLPNBC, BC Coalition of Nursing Associations and Canadian Nurses Association as an example. This is a great opportunity for you to develop your leadership skills and getting directly involved in advocating for your LPN practice, as we embark on our ever-evolving profession.

This is a volunteer position and all hours are applicable to towards your [CLPNBC practice hours](#).

Please contact us if you are interested or would like to have more information about this position. Contact: [anita.dickson@lpnabc.ca](mailto:anita.dickson@lpnabc.ca)

Yours truly,

*Anita, Jennifer, Michael & Brenda*

LPNABC Executive Board Members  
Office Phone: (604) 737-1304