



Job Description – Secretary

TERM OF OFFICE:

The term of office of the Secretary shall be two (2) years, or until the election and assumption to the office of their successors.

Shall serve no more than two (2) complete consecutive terms on the Board of Directors in the same office.

BYLAWS QUALIFICATIONS:

Been Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant or Retired Physical Therapist Assistant members in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment.

Consented to serve

OTHER QUALIFICATIONS:

RESPONSIBILITIES:

1. Serves on Board of Directors and Executive Committee. Attends all meetings;
2. Serves as a voting member of the Assembly as a member of the Executive Committee;
3. Responsibilities at Meetings:
 1. Acts as official recorder of minutes for all Board of Directors and Executive Committee meetings although actual responsibility for recording may be delegated to the Administrative Assistant. After formal review, Minutes are forwarded to the Administrative Assistant, who forwards copy to National office;
 2. Acts as Recording Secretary for the Assembly. Minutes of Assembly meetings are reviewed by the Committee to Review the Minutes, and submitted in final form to National office;

3. Prepares Secretary's Annual Report for publication in the Annual Report (due August each year);
4. Participates in Chapter Committees and Task Forces as assigned.

Fulfill the requirements of a member of the Executive Committee

The Executive Committee shall, in addition to the duties otherwise imposed by these Bylaws and Standing Rules:

1. Carry out the mandates and the policies of the Chapter as determined by the membership.
2. Direct all business and financial affairs for and on behalf of the Chapter, be responsible for all of its property and funds, and provide for an annual audit by a certified public accountant.
3. Foster the growth and development of the Chapter.
4. Appoint and employ an Executive Director and an Executive Secretary/Assistant Treasurer who shall be responsible to the Executive Committee.
5. Provide for bonding of all persons handling money or other property of the Chapter.
6. Be responsible for creation, dissolution, appointment, purposes, and activities of such committees as it deems necessary.
7. Provide for the development and maintenance of procedural documents related to these Bylaws.
8. Review and revise, existing Chapter policies, except in these Bylaws, for consistency of intent and language with such new policies as may be adopted by the membership.
9. Members of the Executive Committee and the Board of Directors shall prepare an annual written report to the Chapter and perform all other duties as assigned by the Board.

TIME COMMITMENT:

The position of Secretary requires attendance at Board of Directors meetings approximately every other month. The secretary is also required to attend biannual Assembly of Representative meetings. This may include 3-5 hours of post meeting work organizing the meeting minutes to be submitted to the Board or Assembly.

FINANCIAL CONSIDERATIONS:

Time Away From Practice Setting: Depending on the practice setting, this can result in lost income, loss of vacation time, and/or out-of-pocket expenses to employ staff to cover a Board member's practice load. Because of the variety of Board members' practice settings, no average cost can be estimated for time away from the practice setting.

POSITION BENEFITS:

- Professional networking opportunities with local, state, and national leaders

within APTA and other organizations with an investment in physical therapy

- Opportunity to advance current professional practices and positions through active participation
- Opportunities for professional exposure through publications as a representative of APTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors