



SECRETARY

ELECTION:

Elected by the Chapter membership at the Annual Meeting in even years for a three-year term.

MEMBER OF:

Executive Committee, Board of Directors

DUTIES AND RESPONSIBILITIES:

- A. Attend Executive Committee, Board of Director and membership meetings.
- B. Call meetings to order in absence of President and Vice-President
- C. Call meeting with one other member of the Executive Committee provided at least five (5) days notice is given to all members.
- D. Submit report for each BOD meeting and an annual report to the Chapter.
- E. Prepare an annual budget
- F. Conduct strategic planning process. Present to the BOD annually to review, revise and adopt a strategic plan to be presented to the membership with the proposed budget each year.
- G. Confer with successor regarding outline of routine duties and transfer files.
- H. Record all minutes of meetings of the Chapter, Executive Committee and BOD.
- I. Within two weeks after all meetings, sends to the Minutes Approval Committee (President, Vice-President, and Executive Director) a complete record of minutes from the Chapter Business meeting

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and BOD meetings. After receiving an approved or corrected copy of the minutes from the Minute Approval committee, sends approved minutes to the Executive Director. Finalized minutes should reach APTA within 45 days of the date of the meeting as required by Chapter by-laws.

- J. Assist President in pertinent correspondence.
- K. Maintain procedure for assuring appropriate attendance at chapter meetings per policy on chapter meetings and attendance.
- L. Liaison to Practice, Reimbursement, Communications committees

