

## **POSITION DESCRIPTION**

### Secretary

#### **1.0 INTRODUCTION**

The purpose of this position description is to establish and define the functional role and tasks, eligibility requirements, reporting relationships, and authority of the Secretary of APTA Idaho.

#### **2.0 FUNCTIONAL ROLE**

- 2.1 The Secretary will attend and serve as the recording secretary for all Executive Committee meetings, Board of Director meetings and Chapter meetings.
- 2.2 The Secretary is responsible for keeping accurate minutes of all meetings and making minutes available to the Chapter members upon request.
- 2.3 The Secretary may serve to keep minutes for other ad hoc committees such as Strategic planning sessions or other task forces.
- 2.4 The Secretary is responsible for keeping the Chapter's archives and correspondence.
- 2.5 The Secretary is responsible for overseeing the election process.
- 2.6 The Secretary serves as the liaison to the Membership Committee.
- 2.7 **Term:** The APTA Idaho Secretary is elected to a 2-year term during annual elections held in the Fall on even numbered years..

#### **3.0 REQUIREMENTS**

- 3.1 **Membership:** Current APTA Idaho member in good standing for at least 2 years required. May be a PT, PTA, Retired or Life Member.
- 3.2 **Experience:** Previous committee chair or leadership position in the chapter preferred.
- 3.3 **Skills, Knowledge, and Abilities:** Ability to function independently and interdependently and maintain accurate and organized documentation of the

Chapter's business. Working knowledge and easy access to the internet and email is essential.

#### **4.0 REPORTING RELATIONSHIPS**

- 4.1 The Secretary is elected by the membership at large.
- 4.2 The Secretary reports to the Executive Committee and the Board of Directors.
- 4.3 The Membership Committee reports to the Secretary.

#### **5.0 AUTHORITY**

- 5.1 The Secretary has the authority to speak on behalf of the chapter concerning chapter structure, membership, and policies and positions.