

Maine Chapter, APTA

Title: Secretary

Report to: Board of Directors

Term: 2-year term, no more than two consecutive terms; 5 hours per month

Position Objectives: Create agendas and minutes for the Maine Chapter. Serve on the Board of Directors. Serve as liaison officer for assigned groups, per the Organizational Chart.

Benefits: Make a lasting contribution to the Maine Chapter of APTA. Contribute to motions that make a difference to chapter members and the practice of physical therapy in Maine. Work with people who, like you, have a passion for physical therapy.

Specific Responsibilities:

1. Be familiar with the documents in Sections I and II of the Chapter's Policy & Procedure Manual, the Overview of Board of Directors & Executive Committee, and the roles of chapter leadership with which you liaison according to the Chapter's Organizational Chart.
2. Draft agendas for chapter, Board of Directors, and Executive Committee meetings and share with the President for approval.
3. Record and distribute minutes of all chapter, Board of Directors, and Executive Committee meetings to meetings participants. Minutes should be brief and state what was done by the chapter, not what was said or debated by those present. Minutes should accurately reflect motions that were voted upon.
4. Distribute meeting minutes to APTA within forty-five (45) days of the meeting date.
5. Assist the President with correspondence, as needed.
6. Serve as chair of the Bylaws Committee and as a member of the Ethics Committee, as needed.
7. Fulfill general Board of Directors responsibilities (participate in chapter Board meetings and annual strategic planning and budgeting process; be familiar with chapter core documents, and become familiar with Robert's Rules of Order Newly Revised; fulfill communication and reporting requirements; contribute to the newsletter and update website as appropriate; respond to occasional member queries).
8. Fulfill general Executive Committee responsibilities (develop/maintain procedural documents, with approval by the Board of Directors; conduct urgent business on behalf of the chapter between Board meetings, if needed; serve as liaison to leadership as indicated in Organizational Chart).

Qualifications: Must fulfill qualification requirements outlined in the chapter bylaws. Must be available to participate in Board and membership meetings, as well as APTA meetings as needed.

Training and Evaluation: You will be oriented by your predecessor and/or by the Executive Director. You will be given the opportunity to provide feedback periodically on the functionality of the chapter and the Board of Directors and of your role within the chapter and APTA. The goal of the evaluation process is to improve the function of the chapter and to provide personal and professional development for you.