

SECRETARY

A. Purpose

The Secretary maintains an accurate account of Section business, Minutes of meetings, conference calls, and official Section correspondence.

B. Organization

1. Election Procedures

Election of the Secretary is held by membership vote following 3-year terms beginning in 2014 (2017, 2020, 2023). Nominees must be licensed physical therapists at the time of nomination. Nominees must be Section on Women's Health (Section) members in good standing for two (2) years prior to the election

2. Authority and Accountability

The Secretary shall:

- a) Supervise committees, work groups and task forces established to facilitate functions of the position
- b) Be the designated Section Executive Committee Liaison to the Director of Communications and the Director of Programming
- c) Consult with the President as necessary

3. Tenure

The Secretary serves a 3 year term and may hold office for 2 consecutive terms.

C. General Board of Directors Responsibilities

1. Meetings

- a) Attend all informal and formal meetings of the Section as agreed upon by the BoD (e.g., APTA's Combined Sections Meeting, Section BoD Annual Retreat and designated BoD meetings). If the Secretary is unable to be present, efforts will be made to have an electronic presence.
- b) Submit a written BoD Leadership Report to the Secretary by the designated deadline.
- c) Submit summary of annual activities and initiatives in designated format for the State of the Section presentation at the Annual Business Meeting at the APTA's Combined Section Meeting by the designated deadline.
- d) Preside over proceedings of BoD appointed or elected committees, work groups or task forces as necessary

2. Committees

The Secretary shall:

- a) Preside over committees, work groups and task forces pertinent to the Secretary.
- b) Obtain BoD approval for formation of committees, work groups and/or task forces SEE POLICY ON TASK FORCES, COMMITTEES and WORK GROUPS (Charge, timeline, budget)

D. Position Specific Responsibilities

In addition to the responsibilities required as a member of the Board of Directors, the Secretary should:

1. Present reports of the Secretary's activities at BoD meetings and the Section General Business Meeting. A written summary will be filed prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.
2. Maintain the Section's non-financial records as described below.

3. Assist Executive Officer in preparation of the agenda and Rules of the House for all meetings of the Section and BoD, and provides copies to those in attendance. If the Secretary is unable to be present, a substitute is selected from the BoD.
4. Keep Minutes of the proceedings of all BoD and Section General Business Meetings.
5. Serve as liaison for the Directors of Communication, the Director of Programming, and to the Executive Office.
6. Distribute Minutes of the Section General Business Meetings to APTA, to the BoD, and to the executive office within one (1) week.
7. Participate in Executive Committee conference calls.
8. Maintain records of official actions of the Section and the BoD.
9. Submit Minutes or summaries of BoD meetings and business meetings to the Executive Officer for website posting, and BoD retreat summary by October 1.
10. Correspond for the Section as directed by the President.
11. Assist President to develop agenda items for discussion at BoD and Section General Business Meetings, conference calls and submits them to the Executive Officer.
12. Receive pertinent materials from all appointed groups that are disbanded.
13. Act as an information source for Section members and the public.

E. Reimbursement Procedure

The Secretary shall submit original receipts obtained for any approved expenses incurred for Section business within 60 days and follow procedures in the Reimbursement Policy

F. Orientation of Successor

The outgoing Secretary shall:

1. Initiate the orientation process of the newly elected Secretary once election results are finalized and the nominating committee has notified the newly elected officer.
2. Ensure review of general BoD Orientation manual received from Executive Director following election.
3. Provide the newly elected Secretary with records of the activities stored in Google Apps including any material deemed necessary for the smooth transition of operation.