

Secretary

Section on Women's Health-APTA

Position: Executive Board Member of the Section on Women's Health. Elected to Office by membership vote.

Term: 3 years – 2 consecutive terms

WHAT DO I HAVE TO DO?

1. Provide Leadership and Vision for the Membership
 - a. Strategic Planning
 - b. Handle complaints and concerns as they come up
 - c. Mentor and provide guidance to BoD members and membership.
 - d. Have a strong voice on issues that come up to facilitate the best and most ethical outcomes that serve the interests of the membership
 - e. Assist the President to achieve the Strategic Plan of the Section
2. Assist SoWH Executive Director and President with planning the Agenda for all BoD meetings and phone conferences: CSM, Summer Retreat, Fall Retreat, Executive Officer phone conferences, BoD phone conferences.
3. Record the Minutes of all meetings:
 - a. Take minutes at these meetings – keep accurate records of proceedings, send draft to BoD, make changes before these minutes are archived. Strong keyboarding skills are required – taking minutes during Board meetings, as people are talking is often necessary.
4. Attend Meetings:
 - MANDATORY**
 - a. CSM 4-5 days
 - b. Summer Retreat 4 days
 - c. Fall Meeting 1 day
 - UPON AVAILABILITY**
 - d. Annual Conference 2 days
 - e. Possibly represent the Section at other Section/Chapter meetings by manning the booth, recruiting members and providing public relations for the Section.
5. Communicate with the Membership
 - a. Via email and phone calls, and social media platforms
 - b. Write up “highlights” of Summer Retreat – Fall every year for the Newsletter
 - c. Write up blog posts and newsletter updates as necessary
 - d. Assist the SoWH Executive Director and President with the creation of the THE STATE OF THE SECTION slide presentation for the General Business Meeting every year with assistance from the rest of the BoD
6. Serve as Committee Liaison:
 - o Serve as Committee Liaison to appointed committee(s)/ SIG(s)/ Taskforce(s) as confirmed by first board meeting of the year allowing for communication and planning that are in line with the function of a strategic board.
7. Projects:
 - a. Assist in project development and completion as needed.

TIME COMMITMENT:

- Daily Slack participation for communication with SoWH Board & SoWH HQ Team
- Daily email correspondence to SoWH email account

- Pre-reading of Board Briefs for each of the three in-person board meeting
- Monthly Executive Board phone conferences. Secretary records the minutes, types them up and sends to the Board for approval.
- Thinking, planning and attending to the Action items that fall under your jurisdiction, including the role of Committee Liaison. Following up on the items discussed at the meetings/phone conferences.
- Project development and completion as needed.

SO DO I HAVE THE RIGHT ATTRIBUTES FOR THE JOB?

- Attentive to detail (minutes, agendas, accurate records, organized)
- Strong leadership skills
- Great communication skills, writing and oral
- Visionary (see where the future needs to go)
- Able to lead people (guide and motivate and encourage volunteers)
- Mentor: encourage development of leaders (those that report to you). o Obstacle remover: assist volunteers and members to reach their goals. o Planner: assist on the Board with Strategic Planning for the future.

SO WHY SHOULD I DO THIS?

- Because you have the opportunity to serve the membership
- Because you have the opportunity to make a difference in the realm of Women's Health
- Be a part of the future of physical therapy for women.
- Because you have the ability to empower volunteers and members towards achieving uncommon results.
- Because being a member of the Board gives you the energy to do great things - the dedication of this group of women is a joy to be a part of.
- Because you don't have to wait for someone else to do something, you can be a part of the action team!

MATERIAL BENEFITS:

- Free tuition to Pre-conference
- Hotel and per diem paid for at CSM
- Hotel and per diem paid for Summer Retreat