

Job Description: SECRETARY

Original Adoption/Approval: UNKNOWN

Revised: July 21, 2020

Term: 3-year term, with no more than two consecutive terms. Term of office shall commence at the close of the Combined Sections Meeting and end at the close of the Combined Sections Meeting 3 years later. The Secretary shall belong to the third class, whose members shall be elected or appointed in the year after the second class.

Elected/Appointed: Elected

Position: The Secretary is a voting member of the Board of Directors and Executive Committee

Specific Responsibilities:

- Oversight of the following activities in collaboration with the ACEWM Executive Director
 - Work with the President and Executive Director to develop the board agendas and accompanying documents
 - Record the minutes of all Executive Committee, Board of Directors, and Academy meetings and distribute to the Board of Directors in a timely fashion
 - Archive all meeting minutes on the member-only section of the ACEWM website
 - Maintain the policies and procedural documents of the Academy
 - Submit minutes of all Academy Business Meetings to the Association Board Liaison within 45 calendar days following the Academy's meeting
 - Maintain records of all official actions and decisions of the Academy , Board of Directors, and Executive Committee
- Serve as the ACEWM Alternate Delegate
- Serve as historian of the Academy
- Solicit and coordinate ACEWM officer annual summary reports in preparation for the annual Academy Business Meeting and submit to the President for review
- Coordinate the strategic planning process
- Actively participate in the Academy's strategic planning process
- Fulfill general Board of Directors responsibilities including
 - Submit annual summary report in preparation for the Annual Business Meeting at CSM
 - Contribute to the Academy's newsletters as appropriate
 - Contribute to the Academy's annual budget review
 - Answer member questions as appropriate
 - Manage/supervise additional tasks as requested/approved by the Executive Committee or Board of Directors

Meetings to Attend:

- Monthly Board of Director conference calls
- One in-person Board of Directors meeting at CSM
- Executive Committee meetings
- Academy Business Meeting at CSM

Resources:

The APTA Communities site has references, including a handbook for the Secretary and recorded webinars of various leadership training and specific aspects of the APTA.