



Position Description: Secretary

Purpose

1. To keep minutes of the proceedings of the Board of Directors, Executive Committee, and Chapter Membership meetings.
2. Make editorial changes to the Chapter Bylaws without the vote of the membership.

Term of Office

This is an elected three-year position. No board member shall serve more than three consecutive full terms and not more than two consecutive full terms in the same office. Duties are assumed January 1st.

Bylaws Qualifications

Only physical therapist and physical therapist assistant members of the Chapter as provided for [in the Association bylaws, Article III, Section 2, subparagraph C, and Article IV, Section 4, subparagraph B](#), and who have consented to serve, shall be eligible for election to office.

Other Qualifications

1. Member in good standing in the APTA and APTA Minnesota.
2. Has good planning, organizational, and leadership skills.
3. Has effective written and oral communication skills.
4. Ability to function independently and collaboratively to provide direction and leadership.
5. Sound understanding of the health care delivery system, the profession, and the Chapter.
6. Ability to be a futuristic thinker.

Responsibilities

The following responsibilities are in addition to those of a Board member:

1. Record the minutes of the proceedings at all Board of Directors, Executive Committee, and Chapter Membership meetings.
2. Take attendance at the Board of Directors and Executive Committee meetings.
3. Ensures all minutes, notes, and attachments are posted and maintained digitally.
4. See that all notices are duly given per these bylaws or as required by law.
5. Serve as an officer and member of the Executive Committee.

6. Perform such other duties directed by the President or Board.
7. Orient the incoming Secretary.

Fulfill the requirements of a member of the Executive Committee

The Executive Committee consists of the officers of the Chapter. Between meetings of the Board, the Executive Committee has the authority to take action consistent with established Chapter policies or decisions, and to take action on behalf of the Board in emergencies, reporting to the Board at its next succeeding meeting any action taken.

The Executive Committee shall

1. Oversee APTA MN staff/contractors.
2. Provide for the development and maintenance of procedural documents related to the Bylaws and Chapter policies. Policies will be taken to the Board of Directors for approval as required.

Attendance/Workload Expectations

1. Annual Conference attendance in-person.
2. All Board of Directors meetings (virtually plus 2 in-person meetings typically per year). The Board meets typically nine months per year. Meetings are typically 2 hours in length and scheduled in the evening.
3. All Executive Committee meetings. The Executive Committee meets 9 times per year or as needed (virtually).
4. Coordinating Council meeting and Business meeting (virtually).
5. Attend committee and workgroup meetings as needed to further the work of the committee/workgroup.

Time Commitment

The Secretary may spend an average of 3-4 hours/month on APTA MN related tasks.

Resignation

An Officer may resign by providing written notice to the President and Board of Directors.

Dismissal

An Officer may be removed with or without cause in accordance with state law. Further, if an Officer resigns or is expelled from Chapter membership, such Officer shall automatically cease to serve as an Officer of the Chapter.

Grounds for dismissal include

1. Noncompliance with Chapter policies and procedures or unethical conduct as outlined in the APTA Code of Ethics.

2. Failure to perform the duties as delineated in this position description.
3. Failure to attend the Board of Director or other essential meetings.

Position Benefits:

1. Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy.
2. Opportunity to advance current professional practices and positions through active participation.
3. Growth opportunities within personal life, transferring from professional experiences
4. Advancement of individual leadership skills for use in future professional and personal endeavors.