

Approved 2-10-11

AAOMPT Executive Secretary

Terms:

3 year term. May serve 2 consecutive terms

Meetings:

AAOMPT Executive Committee meeting Thursday of annual conference.

Annual APTA combined Section meeting.

Conference calls on an as needed basis.

Purpose:

Function as a member of the AAOMPT Executive Committee to help grow the Academy and support its mission and vision.

The Secretary shall promote the Mission and Philosophy of the AAOMPT .

The Secretary shall adhere to the Bylaws and Policies and Procedures of the Association.

The Secretary coordinates the overall review of the Policy Manual and stays alert to the timelines. He/she will keep the updated version of the Governance manual.

The Secretary is responsible for reviewing all financial statements, membership figures, and recording/approving all minutes of board meetings.

The secretary is responsible for keeping and maintaining the minutes of the organization.

The Secretary's tenure commences following the Business Meeting at the Annual Meeting.

Tasks:

Take minutes at annual conference executive and business meeting unless this task has otherwise been delegated to staff or executive director by the President.

Take minutes at CSM executive meeting

Publish business meeting minutes in Articulations

Publish minutes on AAOMPT website (Work through executive administration)

Keep record of motions outside of formal executive meetings (MyPTSpace.com)

Organize all executive and business meetings and conference calls

Coordinate committee chair meetings with exec and luncheon at annual conference

Organize dinner with invited guests on Friday night of annual conference

Call for committee chair reports about 8 weeks prior to conference

Arrange with Executive Director to have committee reports posted at annual conference

Executive Liaison to assigned committees

Shall review the Associations Bylaws and Governance Manual 30 days prior to assuming his/her position.

Shall prepare quarterly reports, for distribution to other Board members, to include the previous activity including motions and position statements.

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Shall make every effort to attend all Board meetings and be available for scheduled conference calls.

Shall prepare and update an ongoing task list.

Shall return all communications in a timely manner.

Shall submit the secretary report for publication in the Articulations newsletter.

Shall meet deadlines including, but not limited to, newsletter, written goals, Board reports, committee reports, term ending report and review and recommended revisions of policies and procedures.

Conference Calls

Shall record/approve minutes of conference calls.

If unable to participate in a conference call shall arrange with the President for another Board member to record/approve minutes.

Annual Business Meeting during the Annual Meeting.

Shall record/approve minutes of the Business meeting.

Annual Meeting.

Shall be available to members, Board, Executive staff and external organizations.

Shall review assigned policies and procedures outlined in the Governance Manual

Shall add documents to the Governance Manual as directed by the President