

SECRETARY

The duties and responsibilities of the Secretary are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee. Participate in any discussions to review agenda items prior to Board meetings. Each motion to come before the Board of Directors must contain in the support statement a reference to its pertinent Chapter goal(s) and objective(s).
2. Carry out any duties specified and/or requested by the Chapter Board of Directors and/or the President. This may include serving as a member of Chapter ad hoc committees or task forces.
3. Approve and catalogue the minutes of the proceedings of meetings of the Executive Committee, Chapter Board of Directors, and Chapter Annual Meeting and ensure the distribution to the Board and Membership. In the absence of the Executive Director, designate another member of the Chapter Office to take the minutes of these meetings.
4. Summarize the pertinent business conducted at meetings of the Chapter Board of Directors for publication in the Chapter newsletter. ("Board Briefs")
5. Communicate with the Executive Director regarding all Chapter minutes and publications.
6. Submit an annual budget for his/her office by the Fall meeting as part of the Chapter's budgeting process and in the format required by the Treasurer.
7. Prior to the end of the term of office, review and revise this section of the PPTA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Chapter Board of Directors.
8. Endeavor to keep all motions before the Board of Directors so that timely action can be taken. All motions require reference to the applicable Chapter goal(s) and objective(s).
9. In conjunction with the Vice-President and the Executive Director, review the PPTA Policy and Procedure Manual after each Board of Directors meeting.
10. Make a report in writing at each meeting of the Board of Directors and at the Annual Meeting of the Chapter.
11. Serve as liaison to the Chapter Special Interest Groups. Review charges to each SIG with the appropriate SIG Chair.

12. Serve as liaison to the Membership Committee. Review charges to the committee with the Membership chair after each BOD meeting
13. Orient the successor to the contents of the Secretary's files and to the duties of the office. Provide successor with all Secretary records and the PPTA Policy and Procedure Manual.
14. Coordinate efforts of those interested in forming Chapter Special Interest Groups.
15. Respond to any and all charges from the Board of Directors.
18. Serve as the liaison to members who are serving as liaisons to outside organizations such as the Geriatric and Pediatric sections of the APTA, PA Association of Nutrition and Activity, and the Department of Aging.
19. Annually review Secretary Section of the PPTA Policy and Procedure Manual (by June 30th of every year).