

APTA-OR Secretary Job Description

Term of Office: One year. The Secretary is elected at the Fall Meeting and takes office on January 1 of the following year.

Bylaws Qualification: The Secretary shall have been a member of the APTA for at least one year and APTA-OR for at least six months.

Other Qualifications: Be willing to play an active role in chapter activities on an ongoing basis.

Chapter Responsibilities:

- Attend all Board of Directors meetings as an active participant.
- Attend APTA-OR member and business meetings as an active participant.
- Mentor 1-2 possible candidates who could run for the office of secretary and meet with successor to review responsibilities and activities of the office.
- Authorized check signer. *Note: all authorized signers must be listed on the APTA-OR bank account. These signers must provide their names and social security numbers and they must put their signatures on file with the bank.*

Time Commitment: Approximately two hours per month. Attendance at two full-day business meetings, one day Board retreat and Board of Directors and Executive Committee meetings.

Financial Considerations:

- Position-related expenses are reimbursed to the limit of the current year's budget for related items.
- Reimbursement for position-related expenses that are not within the chapter's budget may be reimbursable through other entities. Speak with a professional tax accountant for further information.

Position Benefits:

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Influence over fiduciary matters relating to current and future Chapter matters
- Opportunities for professional exposure through publications as a representative of APTA-OR
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors