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**OFFICE**:        Membership Secretary

**BYLAW DUTIES**:    The Membership Secretary shall:

1. Register the attendance of members at Chapter meetings.
2. Provide for the identification of members with voting privileges at Chapter meetings.
3. Assist Executive Director in maintaining membership records for the Chapter in accordance with procedures established by the Chapter and Association.
4. Present a written report at each annual session.

**ELECTION**: Active or life member who has been in good standing in the Association for at least two (2) years immediately preceding the election. This position is elected at the annual session in even numbered years for a term of two years and assumes office two (2) weeks following the conclusion of the annual meeting of the Association.

**RESIGNATION**: Letter of resignation is sent to the Chapter Board of Directors.

**DISMISSAL**: The Membership Secretary may be dismissed by the Board of Directors for failure to attend meetings, for failure to fulfill responsibilities, and non-compliance with policies and procedures. Appeal of the dismissal must be submitted to the Board of Directors in writing.

**ADDITIONAL RESPONSIBILITIES**:

1. Attend Board of Directors, Executive Committee and the Chapter Business meetings.
2. Submit a report of membership data at the meetings of the Board of Directors.
3. Prepare a report for the Annual Chapter Meeting.
4. Update Membership Secretary's Procedure Manual prior to transfer of office.
5. Transfer to the newly elected Membership Secretary the records, correspondence, reports, and all other pertinent information collected during the term of office.
6. Assist Executive Director in maintaining a current list of members in the Indiana Chapter, delineated by membership categories, district affiliation, and membership status, identified by the Association.
7. Create and assist in maintaining the Chapter’s recruitment and retention letter campaign which includes: renewal thank you letters, renewal request letter, new member letter.
8. Organize new member recruitment activities and member appreciation events.
9. As a member of the Executive Committee the Membership Secretary may also be responsible for liaison with or monitoring of committees of the Board.

**BENEFITS:** By contributing governance and visionary leadership you help the Chapter move forward in accomplishing our mission. You may also advance your knowledge and skills in business management through your participation on a Board level as well as training opportunities and interaction with Chapter staff. This position will also provide opportunities for growth in leadership and marketing.

**TIME COMMITMENT:**    3-4 hours per month with more commitment from Aug-Nov.

**QUALIFICATIONS:** Must be an INAPTA PT, Life Member PT, PTA or Life Member PTA in good standing. In order to be successful a basic knowledge of computers is required for reporting and email purposes as well as event planning skills.

**EVALUATION:** The INAPTA Board President will contact you prior to the end of your term for feedback on your experience as a volunteer leader. This will be used to update job descriptions and orient future INAPTA leaders.

MSEC: 07/11/89

REV: 08/07/91; 12/3/96; 7/6/12; 12/02/16