

**OFFICE**: Recording Secretary

**BYLAW DUTIES**: The Recording Secretary shall:

A. Record the minutes of the Business Meetings of the Chapter, Board of Directors, and Executive Committee.

B. Act as custodian of all records, books, and papers belonging to the Chapter.

C. Present a report, in writing, at each annual session summa­rizing the proceedings of the Board of Directors.

**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 Recording 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 in writing to the Board of Directors.

**ADDITIONAL RESPONSIBILITIES**:

1. Carry on the official correspondence of the Chapter, in coordination with the Executive Director, including such matters as notifying members of meetings, officers of election, committees of their appointment, and sending all notices required by the Bylaws or requested by the Board of Directors.
2. Fulfill the general responsibilities of the members of the Board of Directors.
3. In coordination with the Executive Director, notify appropriate members of the time and place of Board of Directors, Executive Committee and Chapter Business Meetings.
4. Attend Board of Directors, Executive Committee and Chapter Business meetings.
5. Send to Board Members minutes of the previous meeting at least two weeks prior to the meeting date.
6. Update Recording Secretary Procedure Manual prior to transfer of office.
7. Transfer to the newly elected Recording Secretary the re­cords, correspondence, reports, and all other pertinent information collected during the term of office.
8. Receive mail-in votes or absentee ballots. These ballots are turned over to the Tellers Committee.
9. As a member of the Executive Committee the Recording Secre­tary may also be responsible for liaison with or monitoring of committees of the Board.
10. Assist with securing a location of the executive committee and board of directors meeting.

**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.

**TIME COMMITMENT:** Requires approximately 6 hours per month between meetings and report writing.

**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.

**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.

RSEC 07/11/89

REV. 08/07/91; 08/14/08; 07/17/12; 08/10/16