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**POSITION**: Recording Secretary

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

1. Record the minutes of the Business Meetings of the Chapter, Board of Directors, and Executive Committee.
2. Act as custodian of all records, books, and papers belonging to the Chapter.
3. Present a report, in writing, at each annual session summa­rizing the proceedings of the Board of Directors.

**ELECTION**: PT, PTA 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 in even numbered years for a term of two years and assumes office on the first day of the month following the election.

**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. Responsible for all official Minutes of the Chapter for Board, Executive Committee and Business Meetings.
2. Fulfill the general responsibilities of the members of the Board of Directors.
3. Attend Board of Directors, Executive Committee and Chapter Business meetings.
4. Send Minutes of the previous BOD and Executive Committee meetings at least one week prior to the next meeting date.
5. Update Recording Secretary Job Description prior to transfer of office.
6. Transfer to the newly elected Recording Secretary the re­cords, correspondence, reports, and all other pertinent information collected during the term of office.
7. As a member of the Executive Committee the Recording Secretary serves as a liaison to the Practice and Payment Committee.

**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 APTA Indiana PT, Life PT, PTA or Life PTA Member in good standing. In order to be successful a basic knowledge of computers is required for reporting and email purposes.

**EVALUATION:** The Chapter 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 Chapter leaders.

RSEC: 07/11/89

REV: 08/07/91; 08/14/08; 07/17/12; 08/10/16; 10/11/19