

**Idaho Physical Therapy Association
Position Description
Secretary**

1.0 INTRODUCTION

The purpose of this position description is to establish and define the functional role, requirements, reporting relationships, authority, tasks and responsibilities, and measurements of performance of the Secretary of IPTA.

2.0 FUNCTIONAL ROLE

- 2.1 The Secretary serves as the recording secretary for the Executive Committee meetings, Board of Director meetings and Chapter meetings.
- 2.2 The Secretary is responsible for keeping accurate minutes of all meetings and making minutes available to the Chapter members upon request.
- 2.3 The Secretary may serve to keep minutes for other ad-hoc committees such as Strategic planning sessions or other task forces.
- 2.4 The Secretary is responsible for keeping the Chapter's archives and correspondence.
- 2.5 The Secretary is responsible for overseeing the election process.
- 2.6 The Secretary serves as the advisor to the Newsletter editor, Website maintenance, and the Membership Committee.
- 2.7 The Secretary provides an article for the Idaho Insight.
- 2.8 **Term:** The IPTA Secretary is elected to a 2-year term during annual elections held in the Fall on even numbered years.

3.0 REQUIREMENTS

- 3.1 **Membership:** IPTA member in good standing for at least 2 years required. May be a PT, PTA or Life Member.
- 3.3 **Experience:** Previous committee chair or leadership position in the IPTA.
- 3.4 **Skills, Knowledge, and Abilities:** Ability to function independently and inter-dependently and maintain accurate and organized documentation of the Chapter's business. Working knowledge and easy access to the internet and e-mail is essential.
- 3.5 **Physical and Mental Requirements:**

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- 3.5.1 **Physical:** Willingness to travel during the year to state BOD and Chapter meetings. Write and submit articles for the newsletter. Correspond with membership through a variety of means as needed.
- 3.5.2 **Mental:** Requires good reading, writing and spelling ability to communicate clearly and effectively in the English Language on all levels. Requires organizational and networking skills as well as strong interpersonal skills.

4.0 REPORTING RELATIONSHIPS

- 4.1 The Secretary is elected by the membership at large.
- 4.2 The Secretary reports to the Executive Committee and the Board of Directors.
- 4.3 Membership Committee and the Newsletter editor report to the Secretary.

5.0 AUTHORITY

- 5.1 The Secretary has the authority to speak on behalf of the IPTA concerning chapter structure, membership, and policies and positions.
- 5.2 Expected Reimbursement:
 - 5.2.1 Attendance at requested National meetings including, airfare, hotel, and registration. Additional expenditures, i.e. meals and local transportation are considered the responsibility of the Secretary but may be reimbursed by the IPTA with the advance and expressed approval by the IPTA Board and receipts submitted in accordance with IPTA policy.
 - 5.2.2 Mileage is reimbursed at the current IPTA-approved rate (\$0.40 per mile).
 - 5.2.3 Parking is reimbursed at local events for the actual receipt at the event in which they are participating
 - 5.2.4 Reimbursement for travel and lodging for IPTA Board of Director, Chapter meetings and other meetings as assigned.

6.0 TASKS AND RESPONSIBILITIES

- 6.1.1 Serve on the executive board and attend teleconferences monthly.
- 6.1.2 Produce, maintain, and organize minutes for all meetings recorded (Executive, Chapter, and BOD).
- 6.1.3 Organize and maintain IPTA archives.

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6.1.4 Produce an article for each IPTA Newsletter.

6.1.5 Correspond with the Membership chair and coordinate with the Newsletter editor and webmaster.

7.0 MEASUREMENTS OF PERFORMANCE

7.1 Assisted the membership chair with recruitment and retention of IPTA members.

7.2 Assisted the President in carrying out the functions of the organization as requested.

7.3 Submitted articles for the newsletter of interest to the membership.

7.4 Served as a model and positive presence for the IPTA within the state.

7.5 Produced, maintained and organized IPTA operational records.

8.0 ACKNOWLEDGMENTS

I have reviewed and understand the above job description. I also agree that the Board of Directors has the right to change this position description by providing notice to me of the changes.

Secretary

Date

President of the IPTA

Date