

D. SECRETARY

1. Organization

a. Elections procedures

1. Election of the Secretary occurs in even numbered years.
2. Election is by electronic or mail ballot prior to Annual Meeting.
3. Term of office begins January 1 of the year following the election.
4. The Secretary serves a two-year term, limited to two consecutive terms.

b. Responsible: the Secretary is directly responsible to the President and the Executive Committee.

c. Vacancy

1. If unable to complete his/her term, the Secretary shall submit written resignation to the President.
2. Dismissal must be by action of the Executive Committee.
3. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to serve the unexpired portion of the term.

2. Operations

a. Meetings

1. The Secretary shall attend Chapter membership meetings.

b. Duties and Responsibilities

2. Keep minutes of the proceedings of all Executive Committee and Chapter membership meetings.
3. Distribute minutes of Executive Committee and Chapter Business Meetings to the Executive Committee, and APTA Board liaison, within 30 days of said meeting.
4. Maintain records of official actions of the Chapter and Executive Committee.
5. Receive pertinent materials from all special committees and task forces that have been laid down.
6. Develop a mechanism for maintaining permanent Chapter files and historical data.

7. Send all strategic planning programs and reports to the President by deadlines specified in Chapter calendar.
8. Maintain an updated list of officers, committee chairs, liaisons, including addresses and phone numbers.
9. Orient the incoming Secretary.

c. Reimbursement

Expenses incurred for Chapter business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to Executive Office.

d. Orientation of newly elected Secretary

1. Orientation of the newly elected Secretary shall take place following the close of the Annual Meeting at which the election was declared and January 1 of the following year, and shall be conducted by the outgoing Secretary.
2. Each newly elected Secretary shall receive from the outgoing Secretary a copy of the policy and procedure manual, records, and other necessary material for a smooth transition. Permanent records of the Section shall become the property of the new Secretary, to be handed down to his/her successor.