



Secretary Job Description Policy

Document #: A-150

Effective date: 4/2012

Purpose:

To describe the role, responsibilities and activities of the Secretary on the PTWA Board of Directors.

Background: The job description for the Secretary including the qualifications, election mechanism, term of office, duties and responsibilities are prescribed in the PTWA Bylaws.

PTWA Bylaws

Article IV. Membership

Section 4.06 Chapter Representation:

No member or group of members of the Chapter shall profess or imply that it speaks for or represents the Chapter, unless authorized to do so in writing by the Board of Directors or as provided for in these Bylaws.

Article VI. Meetings

Section 6.06

All meeting minutes shall be submitted to the Association within 45 days after the date of the meeting.

Article VII. Governance

Section 7.01 Composition:

(A) Board of Directors:

(1) The President, Vice-President, Secretary, Treasurer, one At-Large Western Washington Director, one At-Large Eastern Washington Director, one SIG Panel Director, one Practice Panel Director, and one Professional Enhancement Director shall constitute the voting members of the Board of Directors

Section 7.02 Qualifications:

Immediately preceding assumption of office the members of the Board of Directors shall have been: Secretary and Treasurer:

1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member of the Association and Chapter for two (2) years.

Section 7.03 Terms and Vacancies:

(A) All members of the Board of Directors shall assume office immediately following the Chapter Meeting.

(B) No Board member shall serve more than four consecutive elected terms, nor more than two consecutive elected terms in the same position. Partial terms that occur by appointment or election to complete unexpired terms, or to fill a portion of a term due to organizational restructuring, shall not count toward the four consecutive elected terms or the two consecutive terms in the same position.

(C) Officers:

(1) The term of office of the President, Vice-President, Secretary and Treasurer shall be two (2) years or until the election or appointment of their successors.

(3) Appointment by the Board of Directors to complete unexpired terms shall not count toward terms in Art VII, Sec 3, B.

(4) The President-Elect, Vice-President and Secretary shall be elected at the Chapter Meeting

in even calendar years.

(6) Vacancies:

In the event, for whatever reason, there is no membership elected President-Elect or if, before the expiration of the term for which they were elected, the President-Elect or President dies, resigns, is removed or becomes disqualified, the Vice-President shall succeed to the office vacated for the unexpired portion of the term. In the event, for whatever reason, there is any other officer position in which there is no membership elected officer, or there are vacancies created by the death, resignation, removal or disqualification of other officers, these positions shall be filled by appointment by the Board of Directors for the unexpired portion of the term.

Section 7.04 Officers:

The officers of the Chapter shall be the President-Elect, President, Vice-President, Secretary, and Treasurer.

(D) Secretary:

The Secretary shall be responsible for the following: minutes of the Board of Directors and the Chapter Meetings; a copy of Chapter Meeting minutes must be sent to the Association within forty-five (45) days following that meeting. The Secretary shall carry out such other duties as delegated by the President, Board of Directors and/or Chapter membership.

Section 7.05 Duties:

(A) Board of Directors:

(1) Shall carry out the mandates and policies of the Chapter as determined by the membership, in accordance with the policies and procedures set forth in these Bylaws.

(2) Shall have full power and complete authority to transact all business for and on behalf of the Chapter subject to the provisions of Chapter and Association Bylaws, and all resolutions and enactments of the membership except for duties specifically retained by the membership.

(3) Shall appoint special committees and task forces and may direct their activities.

(4) Shall bring before the membership at any regular or special meeting, or by correspondence, communications from the Association for information, discussion and/or vote.

(5) Shall make an annual report to the Association and shall report to the Association any member not in good standing in the Chapter.

(6) Shall bring before the membership at any regular or special meeting, or by correspondence, actions of the Board of Directors for information, discussion and/or vote.

(7) Shall develop and maintain a Chapter policy and procedure manual.

(8) Shall appoint Standing Committee Chairs, except for that of the Nominating Committee.

(9) Shall appoint a three (3) person committee prior to the legislative session, composed of the Legislative Committee Chair and any two of the following: President, Vice-President, President-Elect, Secretary, Treasurer, or Practice Panel Director, who may make compromise changes in emergency situations when legislation is in jeopardy.

(10) Shall schedule an annual meeting of the chapter membership.

Section 7.06 Conduct of Business:

Board of Directors:

(A) The Board of Directors shall meet at least four (4) times annually. A majority of the voting members shall constitute a quorum.

(B) Board members shall be notified of regular meetings no less than thirty (30) days in advance of the date, place and time of the scheduled Board meeting.

(C) The Board of Directors shall automatically accept the resignation of any Board member who misses two (2) Board meetings in one calendar year without verbal or written permission of the presiding officer.

(D) The President may call a special meeting of the Board of Directors provided all members of the Board have been notified of the time, place and date of such meeting prior to its occurrence.

Special meetings shall not be considered to be applicable for automatic resignation purposes.

(E) The President must call a special meeting of the Board of Directors upon written petition of 50% of the Board.

(F) Only duly elected voting members of the Board of Directors may vote at Board of Director meetings.

Article X. Elections

Section 10.06 Election Schedule

(A) Chapter Meeting of even calendar years: Secretary

Article XI. Finances

Section 11.02 Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Board of Directors or as allowed for in these Bylaws. The Board of Directors shall not commit the Chapter to any financial obligations in the excess of its current resources.

Policy:

The Secretary shall be responsible for the minutes of Board of Director meetings and Chapter Meetings. A copy of these minutes must be provided to the Association within 45 days following the Chapter Meeting.

Verification/Authorization/Approval: PTWA membership and PTWA BOD

Revision History: 10/25/97; 4/25/98; 10/23/99; 4/29/00; 10/27/01; 4/20/02; 10/26/02 5/3/03; 2/01/05; 4/29/06; 4/28/07; 10/25/08; 4/17/10; 10/30/10; 4/12



Secretary Job Description Procedures

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Procedures:

Individual Responsibilities

1. Represents the interests of all PTWA members.
2. Maintain the legal records of all Board and Chapter Meetings of PTWA.
3. Lead the Minutes Committee consisting of the Secretary and Executive Director.
4. Submit the minutes of the Board of Director meetings and the Chapter Meetings to the Executive Director of PTWA within fourteen (14) days.
5. Submit the approved minutes of the Chapter Business meetings to the Association (APTA) within forty-five (45) days.
6. Act as the liaison from the Board to the Public Relations Committee and Archivist.
7. Acts as champion of Strategic Plan active document.
8. Communicate with Board of Directors members as their assigned goals, objectives and actions change and update to the Strategic Plan.
9. Attend the Chapter Meetings.

Financial Commitments

1. If budget allows, Board of Directors related travel is paid for by PTWA as previously described.
2. Support of PTWA and PAC fundraising activities is encouraged.

Verification/Authorization/Approval: PTWA BOD

Revision History: 4/12