



STANDARDS FOR AND DUTIES OF THE AZPTA SECRETARY

The Secretary of the AzPTA shall act as official Secretary of the Chapter and shall:

1. Maintain a record of the proceedings of all meetings of the Chapter and Executive Board.
2. Monitor follow-through activity on all motions passed.
3. Be responsible for the Chapter records, Chapter books, Chapter bylaws, Charter, Seal and Certification of Incorporation (held by the Executive Director).
4. Notify officers of their election and committee chairpersons of their appointments.
5. Record all motions passed and organize them annually with the Executive Director's assistance.
6. Notify committee chairpersons of governance and procedural changes in writing.
7. Submit meeting minutes for publication in APTAN (summary only).
8. Distribute annual calendar to the Executive Board and Committee Chairmen.
9. Direct and monitor the activities of Committees as directed by the President, and establish a partnership with their liaison committee chairpersons.
10. Act as ex-officio member of Task Forces as assigned by the President.
11. Submit reimbursement requests to the Treasurer within 45 days of the expenditure.
12. Assist the President in organizational matters as requested.
13. Attend a minimum of 75% of scheduled Executive Board meetings
14. Attend a minimum of 50% of scheduled Membership meetings.
15. Attend at least two District meetings annually.
16. Attend the annual Leadership Development Workshop.
17. Submit written reports if unable to attend Membership Business meetings, and a year-end report by November 25 annually.

Adopted October 1983

Revised January 1994

Revised May 1996

Revised April 2010