

**APA Florida Executive Committee  
Secretary Duties  
UPDATED: January 2022**

By-Laws Description

**ARTICLE VII – DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

10. Secretary

The Secretary shall be responsible for official records of the Chapter, assisted by the Executive Director. The duties of the Secretary shall include:

- a) Recording the proceedings of each Executive Committee meeting, and within thirty (30) days thereafter, preparing and submitting the meeting minutes to the Executive Committee for review and approval;
- b) Seeing that the Executive Committee meeting minutes are posted on the Chapter website within thirty (30) days after Executive Committee approval. The minutes may be published once reviewed and approved or reviewed and revised by the Executive Committee. Meeting minutes may be limited to generalized statements of the agenda covered, the actual wording of any motions or resolutions made and the outcome of voting on each, the time each meeting began and ended, and who attended and who was absent;
- c) Recording the official proceedings of the Annual Membership Meeting and other general membership meetings, and submitting minutes to the Executive Committee within thirty (30) days after the meeting for approval;
- d) Seeing that the Annual Membership Meeting and any general membership meeting minutes are posted on the Chapter website within thirty (30) days after Executive Committee approval;
- e) Serving as Chapter Parliamentarian;
- f) Chairing the Chapter Bylaws Committee and serving on the Editorial Committee; and
- g) Carrying out any other duties assigned by the President.

**ARTICLE IX – COMMITTEES**

2. Bylaws Committee

- a) The Bylaws Committee shall be chaired by the Chapter Secretary, and shall contain a minimum of five (5) Chapter members from across the state, who maybe appointed by the President.
- b) By May 1 of each odd-numbered year, the Committee shall present the Executive Committee with recommendations, if any, for changes in the Bylaws.
- c) The Committee may report or offer other recommendations to the Executive Committee on a more frequent basis as the needs of the Chapter warrant. Members of the Chapter may submit ideas and proposals to the Committee at any time.
- d) The Bylaws Committee shall review Section Bylaws for consistency with the Chapter Bylaws.

9. Editorial Committee

- a) The Editorial Committee shall consist of the Vice-President for Communications, who shall serve as the committee Chair, the Secretary, and other members appointed by the President with a goal to achieve geographic diversity.
- b) The Committee shall establish the newsletter themes and articles and coordinate with authors regarding the provision of articles.

### Duties Common to all Executive Committee Members

- Attend all quarterly Executive Committee meetings, and the biennial retreat. Note: APA Florida does not reimburse members for expenses related to attendance.
- Provide updates on activities for inclusion in the agenda packet of each Executive Committee meeting.
- Serve on Committees. [See Bylaws for list of committees for your position.]
- Review and implement SOP goals as assigned.
- Implement strategies as assigned in Membership Strategy.
- Actively participate in local Section activities to ensure an understanding of the local section and member needs.

### Specific Duties/Tidbits and Insights

This summary is not intended to replace the bylaws but is rather a practical guide to the duties of the Chapter Secretary.

The Secretary shall be responsible for official records of the Chapter, assisted by the Executive Director. Duties of the Secretary shall include the following:

#### Recording of Meetings

The Secretary MUST be available for every EC meeting since there is no "vice-Secretary" to take the minutes. So be sure you know when all the meetings are scheduled which is about every 3 months. Travel may be involved so take that in to account. Meetings last about 4 or 5 hours.

The Secretary takes accurate minutes of each EC meeting (may include specially called meetings) and the Annual Membership Meeting and any general membership meetings that may be held. Per the bylaws the Secretary is required to have the minutes completed within 30 days of the meeting date. It should be noted that EC meetings are held every 2 months so the 30 day deadline in the bylaws seems to be unnecessary since the minutes are sent to EC members for review until about 7 days prior to the next EC meeting.

It is important to have an EC roll sheet to record all the EC members present and those who are absent and to note visitors or substitutes at the meetings. Also work with the President to ensure that he/she has the maker of any motions clarify the exact motion and that both the maker and second of the motion are identified. Very important especially on EC meetings that are held via conference calls.

The minutes MUST capture the start and end time of the meetings, who attended the meeting and who was absent, the wording of any motions and the outcome of the voting and a general statement of the agenda items covered.

The Secretary is responsible for ensuring that the minutes are posted to the Chapter website within 30 days of their approval by the EC. However, it has been the role of the Exec Dir. to actually have the minutes posted to the website.

## Leadership Retreat

As an Officer you will be expected to participate in the Biennial Chapter Leadership Retreat. This event will require travel usually. An EC meeting would typically be held in conjunction with the Retreat and the Secretary will need to take minutes of that meeting but not the Retreat.

## Chapter Parliamentarian

The Secretary serves as the Chapter Parliamentarian and should be familiar with Robert's Rules of Order in the event there are questions regarding the running of the meeting, making and amending motions etc. The EC meetings are generally run in a fairly collegial manner making formal rule interpretations unnecessary. But it won't hurt to be prepared.

## Chair the Chapter Bylaws Committee

New Chapter Officers take office in even number years typically following the conclusion of the annual State Conference. At the Annual Meeting (typically held at the State Conference) the President (outgoing) is required to appoint a bylaws committee to review and recommend changes to the Chapter bylaws. The Secretary serves as the Chair of this committee and joins with the other members who the President appoints. The number of members is at the discretion of the President.

Once taking office, the Secretary should contact the other committee members and try to establish two dates for meetings. The meetings are likely to be held via a conference call that the Exec Director can arrange. It's a good idea to try to schedule two meeting dates at first so you have a target day to bring back any changes.

Ask other EC members if there have been discussions about bylaws changes that have come up in the prior 2 years. The prior Secretary may have notes of meetings of the bylaws committee from that period and the EC meeting minutes from the prior discussions of the bylaws can lend some historical background.

Take notes from the bylaws committee meetings and summarize the meetings or ask another member to do so. This will help keep you all on task if there is a gap between your meetings. Also, this information can help the next bylaws committee understand the history behind certain aspects of the bylaws.

No later than April 1st of the odd numbered year, any recommendations made by the committee must be presented to the EC. Since EC meetings are held about every 2 months or thereabouts, usually in November, January and March for starting out the new Officer terms, the bylaws committee needs to get to work quickly to decide what, if any, changes they might want to pursue, and then get the changes in front of the EC. Having a draft for the January meeting will allow the EC to provide input on the work in progress so that the committee can have a final recommendation at the March meeting.

It's helpful to provide a brief report, summarizing any recommended changes, organized Article by Article. If the EC approves the changes or modifies them, the final version will be submitted to the membership for a vote. The summary report can then be shared with the membership to help them understand the proposed changes.

## Chair of the Editorial Committee

The Editorial Committee is responsible for portions of the Chapter's quarterly newsletter. The Secretary chairs that committee. The Committee establishes a calendar of dates for the newsletter with the advice of the Executive Director. Together they all determine general topics to focus on in each issue looking out for the year. Meetings are usually held via conference calls arranged by the Exec. Director. There will likely be an editorial committee in place when the Secretary takes office, but feel free to solicit more volunteers. This is a case where having a larger committee can be helpful. Once the general topics are identified, the committee members brainstorm content that might be suitable to address the topics selected and try to identify people/members who can provide that content.

An effective committee will have at least 5 members, geographically dispersed throughout the state with each member having a fairly broad network of contacts. That will help to reach out to others to provide articles. The Exec. Director is a valuable member of the committee providing a thread of continuity over the years and has a wide network of contacts who might be able to contribute content.

Articles are usually about 500-700 words with several graphics submitted.

It's a good practice to summarize the main points of each meeting, who is responsible for what items and set a date to check back in on progress. There are many "standard" content items that are in the newsletter and of which the Exec. Director will advise the committee.