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| *Policy Number:* | 1.1.1 |
| *Category:* | Local Chapters – General |
| *Subject:* | San Diego/Imperial County APIC – Secretary Position |

**Purpose:**

Defines the duties of the SD/IC APIC Secretary Board position

**Scope:**

Applies to this chapter only.

**Policy:**

This position reports to the chapter President Elect.

Term of Office: 2 Years – Elected by membership.

The Secretary is responsible for:

1. Serve a 2 year term and participate as a member of the Board of Directors for APIC Chapter 057.
2. Be responsible for the accurate recording and transcribing of the minutes of all meetings.
3. Submit all minutes to the Board in accord with established procedure before the next meeting.
4. See that all membership notices are duly given in accordance with applicable state laws and the

Chapter’s bylaws. All updates, information must be sent out to chapter members.

In general, perform all duties and have all powers customarily incident to the office of Secretary

and such other duties and powers as may be prescribed from time to time by the President or

President-elect.

Potential Responsibilities by timeframe:

Daily:

* None

Weekly:

* At least weekly, check Gmail account for correspondence that needs to be answered and answer or direct to President or appropriate Board member for answer.
* Check Gmail account for additions to chapter Gmail distribution list and add them to appropriate contact list – these notices are generated by chapter website.
* Be responsible for all official chapter correspondence as directed by the President or President-elect.

Monthly:

* Accurately record, transcribe and distribute to all Board members, the minutes

 of all official meetings of the chapter.

* As the Secretary, maintain the chapter documents which are stored in a Dropbox account accessible through the Leadership tab on the chapter website.
* Keep on hand an ample supply of all necessary forms and distribute them as required.

QUALIFICATIONS FOR SECRETARY: The secretary must have the ability to participate as an active Board Member, take accurate minutes, and express herself/himself well in writing. The secretary must attend Board Meetings, annual conference, along with easy access to mail service and telephone. The average time commitment is about 2 hours per week. The secretary must be organized, punctual and have good computer skills.

Templates and related documents:





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| *Approval Date:* |  |
| *Reviewed & Revised:*  |  |
| *Review Responsibility:* | SD/IC APIC Chapter Board of Directors  |
| *Next Review Due:* |  |