



## **APTA Academy of Cardiovascular & Pulmonary PT Position Description**

### **Secretary**

**Term:** Recommended three-year term, with no more than two consecutive terms; time commitment varies based on responsibilities.

- Serve on the CVP BOD with one vote.
- The Secretary shall attend all Cardiovascular & Pulmonary Section (CVP) Meetings including CVP Board of Directors (BOD) and national meetings including CSM.
- The Secretary shall attend all required meetings that are held by APTA for CVP Section members.
- Keep minutes of the proceedings of all CVP Section, APTA and member meetings.
- Distribute minutes of CVP BOD and CVP Section Meetings to the CVP BOD, APTA Board liaison, and APTA's director of component services within 45 days of said meeting.
- Distribute minutes of the CVP BOD and CVP Section Business Meetings to the Communications Chair to be published on the CVP Section Website.
- Maintain records of pertinent materials from all special committees and task forces and all official actions of the CVP Section and BOD.
- Maintain an updated list of officers, committee chairs, and liaisons, including addresses and phone numbers.
- Orient the incoming Secretary following the close of the Business Meeting at CSM. As part of the orientation process, the immediate past-Secretary shall serve in an advisory capacity for one year so long as such service does not preclude other Section activity.
- 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 and CVP Section, to be handed down to his/her successor.
- Participate in discussions and assist in answering questions directed to the CVP BOD.