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**APTA-KY Secretary**

Board of Directors Composition &Term: The Board of Directors is composed of the APTA Kentucky Executive Committee (President, President-Elect, Vice President, Secretary, Treasurer, and Chief Delegate) and the PTA Caucus Representative who are elected by the chapter membership and one Chairperson representing each of the five APTA Kentucky districts who are elected by district membership. The term of office for members of the Board shall be three years, except for the PTA Caucus Representative who serves a 2-year term or until their successor is elected; the President-Elect shall serve a 1-year term elected during the final year of the current President’s term.

Benefits: Serving on the APTA KY Board is an excellent way to have a substantial impact in your community and your profession. You serve as a leader and advocate for the Association’s mission and vision. You gain experience in organizational dynamics, board room etiquette, and grow your professional network. It gives you the chance to develop collaborative, teamwork skills with a set of highly accomplished peers, and gain new perspectives by engaging with others.

Qualifications: The Secretary must be a physical therapist or physical therapist assistant member in good standing of APTA Kentucky.

Time Commitment: Approximately two-four hours per month. Annual attendance at two half-day business meetings and two virtual meetings of approximately two-hours each. Attendance at occasional virtual meetings as needs or issues demand.

Financial Considerations: Position-related expenses are reimbursed to the limit of the current year's budget for related items. Reimbursement for position-related expenses that are not within the chapter's budget may be reimbursable through other entities. Speak with a professional tax accountant for further information.

Duties:

1. Assists the President and Executive Director at all meetings of the Board, Executive Council and Executive Committee (includes taking and submitting minutes).
2. Performs other functions as requested by the President.
3. Serves on the Executive Committee (which considers business questions that arise outside of normal Board and/or Executive Council meetings).
4. Reads all correspondence issued by APTA KY (either specifically to the board or to general membership), including but not limited to the weekly digital newsletter.
5. If the Secretary utilizes social media, they are encouraged to follow APTA KY on their preferred platform and stay up to date on posts.
6. Attends and actively participates in the annual APTA KY membership meeting.