



## **SECRETARY**

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### **Qualifications**

- Holds an active membership in AAPM.
- Is a member in good standing.
- The Secretary shall have served as a Director of the Board of Directors for a minimum of two (2) years prior to serving as Secretary.

### **Estimated number of meetings/conference calls**

- Participation at Annual Meeting.
- Two (2) face-to-face board meetings per year.
- Approximately six (6) Executive Committee conference calls, two (2) hours each, per year, unless directed otherwise by the President.
- Other follow-up calls as necessary.

### **Specific Responsibilities**

- Elected to three (3) year term of office and assumes duties at the close of the annual meeting. The Secretary shall not serve more than two (2) consecutive terms.
- Serves as a member of the Executive Committee.
- Assures accuracy of information contained in minutes of all board meetings, conference calls and the annual business meeting.
- Gives notice of all the meetings of the members and/or of the Board of Directors required by the Bylaws or by law and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.
- Serves as focal point for organizational communications and project management.
- Participates in Association committees as requested.
- Represents Association issues to external groups as requested.