



## Position Description – Secretary, AAPM&R Board of Governors

Volunteers are the fuel that power the Academy. With every new volunteer, AAPM&R becomes more energized, more diverse and inclusive, and better equipped to reach our common goals. Join the growing roster of Team Physiatry members contributing their time and expertise to support the mission, vision, and core values of the Academy.

The Academy's Board of Governors sets the direction of the Academy. Our Bylaws determine the composition of the Board of Governors. Board Secretary is an important role. Learn more about the Secretary position below.

### Board Member Responsibilities -- Overview:

- Establish the vision, mission, and goals for the organization through a long-range strategic planning process.
- Allocate resources to support defined AAPM&R priorities.
- Assess the success of AAPM&R programmatically and financially.
- Assess and provide oversight for all programmatic and policy aspects of the Academy.
- Provide input and counsel to the executive director in the implementation of programs and activities.
- Be an ambassador of AAPM&R, promoting the organizations image and recruiting future volunteers.

### Secretary Specific Responsibilities/ Roles:

- Ensure that accurate minutes of all meetings of the general membership, Board of Governors, and its Executive Committee are maintained.
- Take minutes in all Executive Sessions of the Board.
- Review and approve drafts of all minutes prior to distribution to appropriate parties.
- Chair the Academy's Corporate Relations Committee and Audit Committee; serve as a member of the Executive Committee of the Board.
- Serve as a board liaison as assigned by the President.
- Attend all meetings of the general membership, Board of Governors, and its Executive Committee.

### Time Commitment (Traditionally):

- Annual spring and fall Board meetings; two meetings at the Annual Assembly.
- Conference calls – Every other week for Executive Committee; additional calls for committee work; two to five Board of Governors calls.
- Liaison responsibilities.

**Term:**

- Two-year term. Eligible for re-election for one additional two-year term.