
AUGUST 2015

SECRETARY

(As defined by LAFP Bylaws, Chapter X, Section 4)

1. The Secretary shall be a member of the Board of Directors, Executive Committee, Committee on Legislative and Membership Issues and Committee on Operations. It is recommended that he/she serve at least a two-year term.
2. In the event that the Vice-President is unable to serve as the Master of Ceremonies during the Awards and Installation Ceremony, the secretary shall assume the responsibility.
3. Be responsible for the activities of the Headquarters Office as directed by the General Assembly and the Board of Directors;
4. Serve as the Master of Ceremonies during the Awards and Installation Ceremony in the event that the Vice-President is unable;
5. Supervise preparation of the official minutes of all meetings of the Board of Directors, Executive Committee and General Assembly; and
6. Deliver and prepare a written report for all Board Meetings and the annual General Assembly

Major Duties and Responsibilities:

Responsibilities shall include, but are not necessarily limited to, the following:

1. Formal notification to each Academy member of all General Membership meetings.
2. Preparation of a membership magazine with pertinent information from the Board of Directors.
3. Management of the daily operations of the Academy Office.
4. Presiding over meetings of the Board and Executive Committee, in the absence of the President, Vice President and President Elect.
5. Overseeing the preparation, maintenance and minutes of all meetings of the Board of Directors, Executive Committee and general membership.
6. Preparation of a written report for all Board Meetings and the annual General Assembly.

Travel Responsibilities:

It is recommended that the Secretary attend the AAFP Annual Chapter Leadership Forum in Kansas City.

At the end of his/her term of office, the Secretary shall turn over to his/her successor all documents and other records as property of the Academy.

Annual Meeting Responsibilities:

1. Attends Board of Directors and committee meetings
2. Prepares a written report for distribution at the General Assembly
3. Attends the Awards & Installation Ceremony and the President's Reception