

## SECRETARY

### A. Responsibilities per RIAPTA Bylaws

1. Qualifications. The Secretary of the CHAPTER must have had a minimum of one (1) year Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant membership in good standing in the CHAPTER immediately preceding the election.
2. Duties. The Secretary shall be responsible for taking the minutes for the Board of Directors, general membership, and special meetings and submitting them to the members, and for mailing notices to the members, as well as a copy to the ASSOCIATION headquarters within forty-five (45) days. He/She shall keep a current file of CHAPTER membership and compile the Annual Report of the CHAPTER. He/She shall be custodian to all records, Bylaws, and the Charter of the CHAPTER.
3. All meeting minutes shall be submitted to the ASSOCIATION within forty-five (45) days of the date of the meeting.

### B. Specific Responsibilities:

1. Serves on Board of Directors and Executive Committee. Attends all meetings, if unable to attend a meeting, must make arrangements for meeting minutes
2. Responsibilities at Meetings:
  - a. Acts as official recorder of minutes for all Board of Directors and Executive Committee meetings. After review, minutes are forwarded to the Chapter office and Board of Directors.
  - b. Prepares Secretary's Annual Report for publication in the Annual Report;
  - c. Participates in Chapter Committees and Task Forces as assigned.

### B. Role of The Recording Secretary

The Secretary/Clerk is responsible for maintaining an accurate recording of the business, which occurs at a meeting. **Minutes can be subpoenaed and therefore, should be clear, concise and accurately reflect the business conducted.** Minutes are to be kept on file for the duration of the organization's existence and accessible to any member at a reasonable time and place upon request. Minutes serve as historical references for decisions made by the leadership including policies and positions adopted by the group. Minutes are useful as guidelines for staff; they make it possible to determine precisely what action was taken at a previous meeting.

Meeting minutes are more than a convenient record. **They are a necessary legal document.** In many states, the law requires that minutes be kept of Board of Directors, membership, and other meetings if the association is incorporated. The agenda for the meeting provides the foundational outline for the minutes.

Unless the minutes are to be published, they should contain mainly a record of what was done at a meeting, **not what was said. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done.**

The first paragraph should contain; the type of meeting, (regular, special, adjourned, annual), the name of the organization, the date and time of the meeting and the place (if it is not always the same), the fact that the regular chairman and secretary were present, or in their absence, the name of the person who substituted for them and whether the minutes of the previous meeting were approved (as read or corrected).

The body of the minutes should contain a separate paragraph for each subject matter.

All Main motions or motions must be stated. The maker's exact wording should be stated and how the motion was dealt with indicated (i.e. passed, failed, withdrawn, etc.) The maker of the motion should be indicated but not the person who seconds the motion.

When a count is ordered the number on each side should be entered.

When a committee report is of great importance the assembly can order it to be entered in the minutes. Otherwise, committee reports are filed.

The final paragraph shows the hour of adjournment.

## SAMPLE MINUTES

Name of the Organization  
Name of the Meeting  
Date and Time of the Meeting  
Location  
Call to Order:

- I. Identify persons present and absent by title (Executive Committee, Board, staff, guests). If a person leaves a meeting and requests that his/her departure be noted, the minutes should reflect this.
- II. Indicate if a quorum was present and the fact that proper notice of the meeting was given, or waived.
- III. Approval of minutes of the previous meeting.
  - A. Corrections to the minutes should be recorded before action is taken to approve the minutes.
  - B. Minutes of the previous meeting should be distributed.
- IV. Reports (optional)
  - A. The report from the Committee was reviewed.
- V. New Business
  - A. Action taken by the leadership should include the following elements:
    1. Number the action as it occurs within the agenda, note the month and year the action was taken and references the group. Example: The Chapter Board took action on the first item of business at their meeting in April 1997. (CB 1-4-92)
    2. Identify the maker of the motion.
    3. The action should clearly state what is to occur, who is responsible for the outcome, when reports are due or the charge is to be completed and reflect the fiscal impact.
    4. Actions may have a rationale or support statement in order to clarify the intent of the action for the reader of the minutes.
    5. Indicate the outcome of the action: passed, defeated, and amended. The number of votes for or against an action should be recorded in the minutes. If a person requests that a negative vote be recorded, the requests should be honored.
- VI. Appointments
- VII. Confidential Items
  - A. Items requiring confidentiality should not appear in the minutes: however, the leadership should retain them until such time the contents can be made public.

VIII Date and time for the next meeting

IX Adjournment

The secretary should sign and date the minutes, and maintain them in a permanent minute's book. Tape recording of meetings is discouraged. If meetings are taped, tapes should be destroyed after the minutes are prepared.

Minutes should accurately reflect actions taken at a meeting and should not include a record of each statement that was made by those attending. Personal opinions of members should be avoided.

To avoid complications, many associations routinely ask legal counsel to review, approve, and sign meeting minutes.