

OPTA Secretary Job Description

Term of Office: One year. The Secretary is elected at the Fall Meeting and takes office on January 1 of the following year.

Bylaws Qualification: The Secretary shall have been a member of the APTA for at least one year and OPTA for at least six months.

Other Qualifications: Be willing to play an active role in chapter activities on an ongoing basis.

Chapter Responsibilities:

- Attend all Board of Directors meetings as an active participant.
- Attend OPTA member and business meetings as an active participant.
- Mentor 1-2 possible candidates who could run for the office of secretary and meet with successor to review responsibilities and activities of the office.
- Authorized check signer. *Note: all authorized signers must be listed on the OPTA bank account. These signers must provide their names and social security numbers and they must put their signatures on file with the bank.*

Time Commitment: Approximately two hours per month. Attendance at two full-day business meetings, one day Board retreat and Board of Directors and Executive Committee meetings.

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.

Position Benefits:

- Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy
- Opportunity to advance current professional practices and positions through active participation
- Influence over fiduciary matters relating to current and future Chapter matters
- Opportunities for professional exposure through publications as a representative of OPTA
- Growth opportunities within personal life, transferring from professional experiences
- Advancement of individual leadership skills for use in future professional and personal endeavors